



On-the-Job Training (OJT)

As your company grows and develops, so will your need for a larger well-trained workforce. Expanding your workforce can be costly, but through the help of WorkOne, you can reduce the cost of hiring and training new employees. WorkOne will reimburse employers up to 50% of new employee wages for on-the-job training involving in-demand occupations in certain industry sectors.

On-the-Job Training Overview

- Hands-on training you design
- Up to 50% of new employees wages compensated during training
- Employer receives direct reimbursement from WorkOne
- Training may last up to 6 months
- Must pay at least \$12.50 an hour and be the same wage, benefits and working conditions of other employees with similar lengths of service and duties
- Employer must not have a history of frequent layoffs or a pattern of failing to provide OJT participants with continued long-term employment

Staffing

- WorkOne will recruit and screen applicants
- Qualified candidates will be referred to you
- You will evaluate and hire the candidates of your choice

Employer Preparation

- Meet with a member of the WorkOne Business Services Team to determine eligibility
- Develop a training plan that meets your company needs
- WorkOne staff can help design training plans
- Commit to retaining the employees for at least six months after training

On-the-Job Training Results

- Employees trained in your procedures, your way
- Reduce the cost of hiring new people
- Save time in the recruitment and hiring process
- Increase retention rates

*Incumbent workers may also be eligible for OJT.