

# ON-THE-JOB TRAINING

## What is On the Job Training?

- The hiring of an individual who needs additional training and/or skills to adequately perform the task the new position entails.
- Provides the employer 50% reimbursement for the new hires hourly wages during the duration of training, for up to 400 hours.
- If combined with a Registered Apprenticeship, a 75% reimbursement rate and up to 640 hours may be approved.

## Who is Workforce Solutions?

Workforce Solutions is the public workforce system in the Houston Galveston region. We help employers build a strong workforce and people build careers. We're here to help you find qualified candidates that are trained and are equipped with the right skills to fill your position.

## Which Employers are Eligible?

1. Does the employer have immediate job openings?
2. Does the employer have at least 3 W-2 employees?
3. Does the position pay at least \$12.00/hour?
4. Does the employer offer training?
5. Is the opening for 30 hours or more a week?
6. Is the position a non-seasonal/ permanent position?

*If all questions were answered "YES" then this could be a viable OJT employer!*

## Employer Responsibilities:

1. To consider OJT employees as regular employees, entitled to all benefits per employer policy as required by the state or federal law.
2. Maintain communication with OJT representative with the hiring of the individual, prior to or immediately upon termination of employment.
3. To provide at least monthly feedback on the employees training progress.

## What's Next?

1. Employer completes the OJT Eligibility Questionnaire
2. Once approved, develop a job description and eventually a training plan that outlines the training that will be conducted. (OJT Training Consultants will help with Training Plan Outline)
3. OJT recruiters will contact the employer to get final details on hiring needs and will begin sourcing, prescreening and recruiting candidates based on the job description and the skills and qualifications the employer has set.
4. Employer Interviews and selects the individual they wish to hire.

## How are Employers Reimbursed?

- Employers are reimbursed at 50% of hourly wages intermittently throughout the training (75% with a Registered Apprenticeship for up to 640 hours) with:
1. Employer providing payroll documentation such as paystubs or payroll summary that summarizes total hours worked and the hourly wage during training period.
  2. An evaluation of the participant's progress according to the training objectives.
  3. Reimbursements are done monthly or employer can decide to do them at the end of the training.

**For more information please e-mail: [OJT@wrksolutions.com](mailto:OJT@wrksolutions.com)**