

Cobb



A proud partner of the American Job Center network

On-the-Job Training

The **On-the-Job Training (OJT)** program helps employers attract and retain employees who don't possess the skills needed to perform in a specific position. OJT reimburses 50 percent of the employee's salary during the designated training period.

DESCRIPTION

The On-the-Job Training (OJT) program provides reimbursements to employers to help compensate for the costs associated with skills upgrade training and loss of production for newly hired employees. OJT can assist employers who are looking to expand their business and need additional staff trained with specialized skills. OJT employers may receive reimbursement of 50% of the wage rate of OJT trainees to help defray personnel training costs.

FUNDING

The program is funded by the Workforce Innovation and Opportunity Act (WIOA) under the leadership of WorkSource Cobb (formerly CobbWorks). The maximum funding per participant is \$3,000.

ELIGIBILITY CRITERIA

Employers

- ▶ Operating in the State of Georgia for at least six months;
- ▶ Contributing and in full compliance with local, state, and federal tax obligations;
- ▶ Hiring for full-time positions with a minimum wage of \$11.99 per hour.

Trainees

- ▶ Unemployed, underemployed, or dislocated from current employer as defined by WIOA and determined to be eligible for WIOA training funds.

THE PROCESS

1. Employer submits job description for open positions.
2. Employer and WorkSource Cobb staff draft an OJT Training Plan.
3. Employer selects potential new hire and submits resume to WorkSource Cobb to determine need for and ability to benefit from OJT
4. WorkSource Cobb finds potential new hire based on job description.
5. Potential new hire contacts WorkSource Cobb to determine eligibility for OJT funding.
6. When eligibility is determined, employer and WorkSource Cobb select job skills assessment for OJT trainee to complete.
7. Employer interview trainee to ensure a good fit for the position.
8. Employer and WorkSource Cobb staff finalize OJT Training Plan for OJT Trainee.
9. Employer sign and submit OJT Agreement.