

# FACT SHEET: On-the-Job Training



## **INTRODUCTION**

Virginia Career Works – Greater Peninsula Region is committed to providing valuable workforce development services, at no cost, to local employers within the Greater Peninsula community who are interested in partnering in this rewarding employee recruitment/training opportunity. These services are offered by the Greater Peninsula Workforce Board as authorized and funded under the federal Workforce Innovation and Opportunity Act.

## **ON-THE-JOB TRAINING**

On-the-Job training (OJT) provides employers with an added incentive to hire targeted, pre-screened workers who are in need of some additional on-site training to become fully productive employees. Employers who hire and train individuals under an OJT agreement may be reimbursed 50% of the new employees' wages during the agreed upon training period to help defray the cost of any lower productivity during the employee's training period. OJT candidates are otherwise qualified workers who require some additional on-site training in order to learn the full range of their job duties.

## **BENEFITS**

- Cost effective solution for recruiting and hiring new employees; eliminates advertising expenses and reduces recruitment time
- **50% of wages reimbursed for up to 6 months** or \$5,000. No fee to employers or candidates
- Employer interviews and selects qualified, pre-screened candidates
- Personalized staff support services from initial contact to completion of training period

## **PROCESS**

We will assist you in developing a job description and finding suitable applicants for your interview selection. Once you choose a candidate, Virginia Career Works – Greater Peninsula Region will prepare a training agreement outlining both parties' responsibilities. Typically, OJT combines hands-on training with practical work experience at the employee's assigned work site during the critical first few weeks or months of a "new hires" employment. After the training period is completed, the now fully-trained worker will continue as a regular employee with all the same benefits and considerations of other employees.

## **FOR MORE INFORMATION CONTACT**

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