

---

## On the Job Training – Another Tool for Employers (You Hire, You Train, We Pay)

On the Job Training offers an outstanding opportunity for the WorkSource system to make a difference in the creation of jobs and opportunity for Oregonians. Following are details which we hope you will find useful as you inform employers of this tool.

### What is On-the-Job Training?

The purpose of an OJT is to encourage employers to hire and train workers.

### OJT Employers:

- Make the hiring decision -
  - WorkSource partners have a queue of trained and ready job seekers who can be referred
- Train the employee -
  - Customized training to the employee by the employer
  - Training duration of 1-6 months depending on business needs
- Employer receives partial wage reimbursement for the employee's training hours, based on the needs of the position
- Employer enters into OJT arrangement with intent to hire trainee as a full-time employee (30+ hours/week)

### OJT Employers can expect:

- Prompt payments of wage reimbursement with minimal paperwork required
- Trained staff to assist you through all phases of the OJT
- An opportunity to train employees your way

### Additional Info:

- The written contract must be signed prior to the first day of work.
- Job openings and employees must meet eligibility requirements and eligibility determination is swift.
- Position cannot be for less than 30 hours per week, temporary or seasonal (possible exclusions may apply);
- Principal method of employee payment cannot be commission or piecework.
- Position requires training beyond a brief period of orientation.
- A professional license or other certification requiring institutional training is not necessary for the position.

To view a list of providers offering on the job training opportunities – [click here](#).

If you'd like additional assistance or clarification regarding the Oregon Workforce Alliance and our support of the Back to Work Oregon – On the Job Training opportunities, please contact Kris Latimer, CEO at 541.928.0241 x219 or [kris@tocowa.org](mailto:kris@tocowa.org)

---