

# On-the-Job Training (O.J.T.)

Northeastern Workforce Development Board

- **WHAT IS OJT?** OJT is a program that allows employers to think outside of the box when it comes to hiring new employees. It's an ideal solution for hiring employers who have difficulty filling their open positions with qualified, experienced workers. Employers hire an eligible OJT candidate, train them while they work and get a reimbursement in return from the Northeastern Workforce Development Board.
- **WHY USE THIS WHEN MAKING HIRING DECISIONS?** Every occupation requires a unique set of skills. However, the requirements of an open position do not always match up to the current skillset of job candidates. OJT provides an incentive to employers to hire individuals that are motivated to work but lack skills in a specific occupation. This incentive can be up to 75% reimbursement of a new employee's hourly wage for up to 6 months. Employers benefit from an OJT contract because they have an opportunity to hire a motivated job-seeker that is willing to learn the skills required of their new job.
- **WHAT JOBS QUALIFY?** Permanent, full-time positions that requires specific occupational training from employers that have an active worker's compensation policy.
- **WHO PARTICIPATES?** OJT candidates must be eligible under the federal provisions of the Workforce Innovation and Opportunity Act.
- **HOW DO WE GET STARTED?** Give Emily a call!

1



Call  
NWDB

2



Fill out  
Pre-Awards  
Analysis

3



Interview  
Applicants

4



NWDB  
Determines OJT  
Eligibility

5



New Employee  
Begins Work

6



Employer  
Receives  
Monthly  
Reimbursement

Please Contact:

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