

On-the-Job Training

QUICK FACTS



On-the-Job Training (OJT) is a “hire-first” program in which the employer enters into an agreement with the Job Center of Lake County to hire, train, and retain a job seeker upon successful completion of the training program. OJT training can assist employers who are looking to expand their businesses and assist applicants to address their skill gaps.

OJT employers may receive up to 50% reimbursement of the wage rate.

How is an OJT Funded?

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Federal grant funds from WIOA fund training programs such as an OJT.

How Does an OJT Work?

OJT provides employers with a way to have new employees gain specific skills and employment competencies. This is accomplished through exposure in an actual work setting to the processes, work tasks, tools and methods of a specific job or group of jobs.

- We assist employers with matching applicants with job openings.
- We aid with the design of a training plan that meets your business needs.
- Your business may receive up to 50% reimbursement of the wage rate.

Steps for Qualifying OJT Applicants:

1. Our office can pre-qualify applicants and refer them to you or you send us applicants for OJT screening.
2. Applicants need to attend a Job Center of Lake County Information Session. A pre-screening application will be completed during the information session.
3. Applicants will be contacted by their assigned Career Specialist.
4. Applicants need to be scheduled to take a reading and math assessment.
5. The Career Specialist will contact the applicant to schedule an appointment to complete their application and collect required documentation.
6. The applicant is then scheduled for a required drug and background check.
7. The employer will be contacted when all required elements of the program have been completed and the applicant is ready to start their OJT.
8. The employer should contact the applicant to confirm their start date, hours, and all other pertinent information.

Benefits of an OJT:

- Reducing your employee turnover
- Investment in your company and employees
- Hands-on training
- Payment to offset training costs
- Opportunity to train employees your way
- Funds available for additional education

For More Information Contact:

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