



## **On-the-Job Training (OJT) fact sheet**

OJT is a 50% training reimbursement to a business for a trainee's start up wages and will depend on the eligibility of *both* the trainee and the business.

OJT is designed to reimburse a business for the additional expenses needed to bring a candidate up to speed in a job where they do not meet all the minimum qualifications normally required for the position, ie: there is a *skills gap*.

OJT is determined by two main factors; *eligibility* and *appropriateness*

### **Eligibility:**

#### *Trainee*

- Niagara County resident
- At least 18 years of age
- Unemployed *or* Underemployed (working 30 hrs. or less/week and earning below \$20/hr.)
- Registered for Selective Service (if candidate is unsure they can check at [www.sss.gov](http://www.sss.gov) )
- No local WIA training funds received w/in the last 3 years
- Additional eligibility factors may be involved in a limited-funding situation

#### *Business*

- In compliance with all State and Federal labor laws and regulations
- Located anywhere in WNY
- Starting wage must be above \$9 and the position must be full time (minimum of 35 hours)
- Must be a direct hire situation, not through a placement agency
- Expect to retain the trainee as a permanent employee

### **Appropriateness:**

- Definable skills gap exists upon review of the candidate's background, education and previous work experience when compared to the needs the Company has for the position
- Skills gap will lead to the development of a *Training Outline* which will guide the On-the-Job Training process and determine the length of the training

***Please remember...we need to meet BEFORE the trainee starts work!***

**Niagara's WorkSourceOne • 1001-11<sup>th</sup> Street, Niagara Falls • Call Marilyn @ 278-8236**

[www.worksource1.com](http://www.worksource1.com)  
[marilyn.behm@niagaracounty.com](mailto:marilyn.behm@niagaracounty.com)

**Equal Opportunity Employer/Program, Auxiliary aids and services available**