

## OJT at a Glance

### Key questions and answers

**Q: As an employer, how do I access OJT training dollars?**

A: The process is simple and there are no complicated forms. A Career Center OJT Specialist will meet with you at your place of business to discuss your needs, the position(s) for which you are seeking OJT training dollars and walk you through the process.

**Q: Who can be an OJT Employer?**

- A:
- Any company or business that has an opening for a skilled worker.
  - Any company that is eligible to do business with the Commonwealth of Massachusetts and the federal government.
  - A company in good standing with filing state and federal taxes.
  - A company that has not relocated to the area within the past 120 days; or if it has relocated within this period, the relocation has not caused a loss of employment at the previous location.
  - Other employer eligibility and funding restrictions may apply.

**Q: How do I benefit by participating in the OJT Program?**

A: The OJT program provides partial reimbursement of the new employee's wages while s/he is in training.

**Q: What kind of positions are eligible for consideration for OJT?**

A: Full-time occupations with growth potential that result in permanent employment.



Commonwealth of Massachusetts  
Executive Office of Labor  
and Workforce Development  
Department of Career Services

# On-the-Job Training

# Developing Tomorrow's Workforce

To learn more about  
On-the-Job Training, go to  
[www.mass.gov/dcs/ojt](http://www.mass.gov/dcs/ojt)

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# What Is On-the-Job Training (OJT)?

## Federally Funded Opportunity to Help Employers Hire and Train New Employees.

On-the-Job Training (OJT) assists employers with the cost of hiring and training new employees. It is funded through the federal Workforce Investment Act (WIA) and administered through the Massachusetts One-Stop Career Centers.

OJT enables employers to hire new employees and train them at their place of business, while being reimbursed a percentage of the new employees' wages during training.

## Thinking About Hiring?

*We can help.*

OJT is a cost-effective way to staff positions with job-ready, pre-screened applicants. YOU interview; YOU make the hiring decisions!

## OJT Benefits

*Win-win solution for employers.*

As an employer, you understand all too well the cost of hiring and training new employees. OJT helps employers by:

- Reducing the cost of hiring and training.
- Providing pre-screened applicants for your position – you decide who to hire.
- Reimbursing you for a percentage of the wages during the pre-agreed training period. Reimbursement rate is based on the size of your business.

## How OJT Works

*We provide the assistance, you make the decision.*

We assist you through all phases of the OJT including:

- Bringing you applicants that have a wide variety of job skills and experience. Our qualified staff pre-interview applicants and thoroughly assess skill levels to carefully match applicants to your job requirements. You decide who to hire.
- Assisting you in designing a training plan that meets your needs.
- Guiding you during the OJT process to ensure a successful outcome.

## OJT Requirements

*You hire and train new employee(s) based on agreed terms.*

OJT is a contractual agreement in which the employer agrees to:

- Pay trainees wages and provide benefits commensurate with other employees doing similar work and with similar experience. OJT trainees are your employees and are subject to your company's policies.
- Commit to continued employment upon successful completion of the training.
- Provide substantive on-the-job training. Training takes place at your location, on your equipment, under your guidance. The length of training will be determined by the job description, and demonstrated participant skill gaps.
- Submit trainee evaluations and payroll records to the Career Center for wage reimbursement.

