



## **On the Job Training (OJT)**

What do you do when you have a job to fill and very few applicants, or applicants who lack all the skills needed to be hired? Have you heard about, or considered On the Job Training (OJT) for new employees? WorkSource Oregon has partnered with Equus to provide OJT services for this type of situation. How does it work? When a job candidate has been identified (by you or by WorkSource Oregon) and you would like to hire him/her, except they lack some of the necessary skills, contact Equus and we may be able to setup an OJT arrangement. You will need to complete some documentation related to the company, the position, and the skills the new-hire must acquire during training, and provide us with a W-9. Once approved, we can offer to reimburse your company up to 50% of the new-hire's salary (not including overtime) for the length of the OJT.

## **Frequently Asked Questions (FAQ)**

### **1. Exactly what is OJT and how does it work?**

OJT is a program that provides your private sector company a safety net in hiring potential job candidates who lack all of the necessary skills to perform the job. In these situations, you are offering to bring a candidate onboard as a probationary employee, train them to perform the job successfully and Equus will offset up to 50% of the regular salary paid to that employee during the OJT period.

### **2. How much will this cost my company and does my company pay the OJT employee's salary?**

Our OJT services are provided at no cost to your company. The primary thing to remember is that your company must be financially able to fund the OJT position (pay the OJT employee's salary) during training and after training. At the end of the OJT period, you will submit an invoice to Equus for up to 50% of the employees regular salary (overtime cannot be reimbursed), not to exceed \$2,500.00 per OJT employee (this amount is subject to change, depending upon budgeting). Equus will process a payment request to reimburse your company the pre-approved amount.

### **3. Are there specific companies that cannot take advantage of OJT?**

This program is intended for use by private sector companies, only. The primary reason a company is excluded is that the company receives its support and pays salaries from federal sources.

### **4. What does Equus need from your company?**

Equus needs specific documentation, including an eligibility checklist and a W-9 from your company. We use the information to determine eligibility of your company and the position to participate in the OJT program. Once approved for OJT, Equus will need a training plan that lists the skills and tasks the OJT employee will achieve and a scoring method showing how they are doing in learning those skills and tasks.

## **5. How long is OJT expected to last?**

OJT is expected to last between four (4) and twenty-six (26) weeks, depending upon the job. Longer periods of time will be considered on a case by case basis.

## **6. How often do we need to communicate during OJT, and after OJT?**

Communication is of primary importance and helps to maintain good working relationships. Once the employee is onboard, we try to communicate with you and with the employee on a monthly basis to determine how training is progressing, how the employee is doing, and how the employee perceives the work environment and training. In short, we will work with you to set basic times to communicate with you, as well as the employee; and, both of you are invited to reach out to us anytime you have questions, concerns or comments.

## **7. Once my company is approved for OJT, what types of situations might prevent my company from continuing to use OJT services?**

There are some situations that will prevent, or at least hinder, the use of OJT services. First, the work environment must be safe and safety must be a high priority with the company. Secondly, the work environment must be conducive to employee learning and growth. The skills and tasks must be taught to the employee, who should learn in a reasonable fashion. Third, the employee who successfully completes OJT must be retained by the company beyond the OJT period. The goal of OJT services is to provide the company some financial assistance for the training phase, and to provide full-time employment upon completion of the training period.

## **8. How do I contact Equus to arrange a meeting and to be considered for OJT?**

Contact your local WorkSource and ask for the Equus Business Services Consultant or Talent Development Specialist. The best way to locate a Equus site nearest you is to visit [equusworks.com](https://equusworks.com) or, copy and paste the following URL link for Equus's Business Services:  
<https://equusworks.com/locations/>

### **Worksource Oregon – Equus**

Astoria: 503-325-9511 extension 308

Corvallis: 541-757-4299 (direct line)

Lincoln: 503-934-4562 (direct line)

Newport: 541-265-8891 extension 339

St. Helens: 503-397-6495 extension 207

Tillamook: 503-842-3244 extension 329

The WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request. Oregon Northwest Workforce Investment Board doing business as Northwest Oregon Works (NOW) is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

