



ON-THE-JOB TRAINING (OJT) FOR NEW HIRES

HELP YOU \$AVE THOUSANDS ON TRAINING COSTS!

- ✓ **Cut down your costs associated with new hires**
- ✓ **Costs are reimbursed to you monthly = we pay a training reimbursement amount equivalent to 50% of the wage of your new hire**
- ✓ **Maximum training period per new hire = 6 months**
- ✓ **Easy process that is a win-win for Lehigh Valley employers and job-seekers**

So now you're wondering...

Which job applicants are eligible for OJT?

- Pennsylvania CareerLink® Lehigh Valley will refer eligible applicants. Our eligible applicants are individuals who reside in Lehigh or Northampton counties, and are currently unemployed due to a lay off or underemployed and seeking different employment.
- If you see an applicant you believe could be eligible, refer that applicant to us before you hire them and we'll determine their potential for eligibility.

Who selects my new OJT employee?

- You do! OJT Employees are the same as all of your other employees; with one exception ... they come to you with a cost-reimbursement benefit.

How does it work?

- The position must be full time (at least 35 hours/week), must pay at least \$13.00/hour, and must be considered permanent (as opposed to seasonal or temporary).
- Call us at least a week prior to the applicant's first day of work. You provide us with a job description and we help you write a customized training plan. We handle most of the paperwork on our end to make the process as easy as possible for employers.
- OJT gives new employees an opportunity to earn while they learn. AND, it gives you a chance to recover some of the costs associated with training new employees.

What if the new hire doesn't work out for me?

- Ultimately, you determine whether the new hire is successful and retained on the job.
- Our goal is for you to retain the new hires. We provide a midway and final ongoing contact, and a customized trainee evaluation to ensure that everyone is informed of the new employee's progress.

How do I get started?

- **On-the-Job Training** is funded by the Lehigh Valley Workforce Development Board and administered by your local PA CareerLink® office. Just call Employer Services at 610-437-5627, ext. 136, or BEST@careerlink.org, and we'll get you started.

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