

On-the-Job Training (OJT)

On-the-job training (OJT) funds pay training reimbursements equal to 50% of a new hire's wages. OJT is proven to be one of the most successful means of training new employees in the skills and performance levels required.

How does it work?

Funds cover up to 6 months of training in positions that:

- are full-time (at least 35 hours per week)
- pay at least \$13.00 per hour
- are considered permanent (as opposed to seasonal or temporary)



**You review candidates,
you interview, you hire**



**We help you design a
custom training plan**



**You receive funds, and new
hires earn while they learn**

ELIGIBLE INDUSTRIES:

Manufacturing

Healthcare/Social Assistance

Professional, Scientific, and
Technical Services

Finance and Insurance

Transportation, Warehousing,
and Logistics



On-the-Job Training (OJT) - FAQs

Which job applicants are eligible for OJT?

PA CareerLink® Lehigh Valley will refer eligible applicants. Our eligible applicants are individuals who reside in Lehigh or Northampton County, and are currently unemployed (due to layoff) or underemployed and seeking different employment.

If you find an applicant you believe could be eligible, refer that applicant to us before you hire them and we will determine their potential for eligibility.

Who selects my new OJT employee?

You do! You review and select from the applicants that we send. You retain responsibility for conducting interviews and hiring the referrals.

OJT employees are the same as all of your other employees, with one exception...they come to you with a cost-reimbursement benefit.

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

Ultimately, you determine whether the new hire is successful and retained in the position. Our goal is for you to retain the new hires. We provide ongoing contact, along with customized mid-point and final trainee evaluations to ensure that everyone is informed of the new employee's progress.

How do I get started?

Call us at least two weeks prior to the applicant's first day of work. Provide us with a job description, and we will help you write a customized training plan. We handle most of the paperwork to make the process as easy as possible.

Contact Business Services:



610-437-5627 ext. 136



best@careerlinklv.org