

# On-the-Job Training (OJT)

On-the-job training (OJT) funds pay training reimbursements equal to a minimum of **50%** of a new hire's wages back to the employer. 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 a max of either a period of **six (6)** months or **\$12,000**, whichever would come first, of training in positions that:

- Are full-time (at least **35** hours per week)
- Pay at least **\$13.00** per hour for adults and at least **\$10.00** per hour for youth.
- 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 or underemployed.

## **Who selects my new OJT employee?**

You do! You review and select from the applicants that we refer.

You retain responsibility for conducting interviews and hiring. 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?**

Become an OJT Partner. 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.

[Click Here to Become an OJT Partner!](#)

## Contact Business Services:



**610-437-5627 ext. 136**



**best@careerlinklv.org**

Auxiliary Aids and Services are available upon request to individuals with disabilities/Equal Opportunity Employer/Program

Programs at PA CareerLink® Lehigh Valley are funded in whole or in part by federal funds. Detailed information can be found at [lvwib.org/stevens-amendment](http://lvwib.org/stevens-amendment).