

On-the-Job Training Overview (OJT)

Training Cost Reimbursement for Qualifying Positions

On-the-Job Training (OJT) provides employers in Multnomah and Washington Counties with a cost-effective way to develop talent while providing participants with stable employment and a consistent paycheck while attaining the knowledge and skills essential to job performance.

WorkSource is prioritizing advancing quality jobs in the region and engages with employers to increase opportunities for populations that have been historically underrepresented into a quality career pathway. Employers who offer high job quality characteristics including self-sufficiency wages, benefits and pathways for career advancement will be prioritized for OJT services.

Benefits of OJTs:

- WorkSource supported OJT contracts reimburse wages up to 50% of the wage rate to offset the cost of hiring, training, and retaining skilled workers for employers.
- OJTs allow employers to hire promising job candidates who don't have all the unique skills a specific position requires to perform job duties.
- OJT is an excellent tool that can help employers connect with jobseekers and fill open positions at their company while providing learning for those who cannot spend time outside of work hours for more traditional classroom training programs.

How OJTs Work:

Step One: An OJT Opportunity is listed with WorkSource Portland Metro

A WorkSource Portland Metro Representative works with a business to identify its recruitment and HR needs. When an OJT opportunity is identified, the Representative develops a position description stating what skills and experience a job candidate must have to qualify for the OJT.

Step Two: Recruitment

Once listed, the Representative will start searching the WorkSource job seeker database to recruit candidates that qualify for the OJT position.

Step Three: An OJT training plan is developed for the new employee.

When the business chooses a candidate, a training plan is developed with specific goals to be achieved during a specified time period. The training period can last up to six months, depending on the expected time it takes for a trainee to achieve a satisfactory level of job competency.

Step Four: WorkSource reimburses for the training investment.

To offset the cost of training, WorkSource reimburses companies for their training investment up to 50% of wages paid to the new hire during the training period. The average reimbursement is \$3,500, but specific reimbursements can be more or less. At the end of the training period, the business is reimbursed for half of the OJT commitment. When the trainee is retained for 90 days beyond the training period, the business receives the other half of the OJT reimbursement.

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See reverse for OJT example and OJT Business Representative contact information [On-the-Job Training Example](#)

A business needs an employee who can operate a furnace to manufacture silicon ingots for solar power. Entry-level furnace operators are paid \$21 an hour. If it is determined that it takes two months of on-the-job training for a candidate with a manufacturing background to reach the level of an entry-level furnace operator, the OJT could look like this:

Sample Training Goals:

- Learn specific temperatures and times for silicon crystal growing.
- Ability to operate and understand furnace functions.
- Ability to operate furnace at a level sufficient to meet production goals.

OJT Training Period Duration: 2 months (8 weeks)

OJT Wage: \$21 an hour at 40 hours a week

Wage Reimbursement Breakdown:

- Wages paid to employee by employer during training period: \$6,720
- Wage reimbursement eligible to employer: \$3,360 (50% of wages paid during training period).

Wage Reimbursement Timeline:

1. 50% Reimbursed at End of Training Period Reimbursement: \$1,680
2. 50% Reimbursed at End of Retention Period: \$1,680 (90 days of regular employment after training period).

To hire your next employee using On-the-Job Training, contact your local OJT Business Representative.

In Multnomah County

WorkSource N/NE

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