

# On-the-Job Training Overview (OJT)

## Training Cost Reimbursement for Eligible Positions

On-the-Job Training (OJT) is a cost-effective program for Multnomah and Washington County employers to hire new employees. For OJT-eligible positions, employers train new hires the skills necessary to perform job duties and then receive a training cost reimbursement up to 50% of the wages during the training period.

WorkSource is committed to advancing job quality in the region for populations that have been historically underrepresented in careers with high wages, benefits, and pathways for advancement. Employers who offer high job quality features will be prioritized for OJT services, as well as those in prioritized sectors including Clean Energy, Manufacturing, Healthcare, Construction and Preschool.

### Benefits to Employers

- **Access** new talent pipelines and WorkSource recruiting services.
- **Choice** to hire the best candidate for the position from WorkSource candidate pool.
- **Flexibility** to hire promising candidates and train to your company standards of job performance.
- **Save money** on training with 50% of training wages reimbursed up to \$5000 (average is \$3500) and the reduced cost of turnover – OJT New Hires are eligible for support services through WorkSource.
- **Competitive advantage** and prioritization for employers who offer wages of \$21 or more, access to employer-sponsored benefit packages, career pathways and other high job quality features.
- **High return on investment** for successful OJT-participating employers for future referrals and prioritization.

### Considerations for Employers

- **Hire-first model** - This is not an internship or paid work experience program; this is a full-time hire.
- **Reimbursement for retention** – 50% reimbursed after training and 50% after 90 days retained.
- **OJT hires require training for job performance** - Candidates will not meet all hiring criteria typical of the position and training plans are necessary to be fully qualified and competent in the position.

### OJT-Eligible Positions\*

- |                                                                                                                     |                                                       |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| ✓ \$21/hour or more.                                                                                                | ⊘ Contracted, part-time, seasonal, or temporary.      |
| ✓ Employer-sponsored benefit package.                                                                               | ⊘ Sales or commission based.                          |
| ✓ 30 hours/week guarantee.                                                                                          | ⊘ Requires professional licensure or certificate.     |
| ✓ Positions that require skills that can be taught.                                                                 | ⊘ Frequently works alone or independently.            |
| ✓ Do not require a license or certificate.                                                                          | ⊘ Positions that can be trained in less than 30 days. |
| ✓ Have regular supervision and oversight.                                                                           | ⊘ Engineers, Licensed Electrician, Supervisors, etc.  |
| ✓ Assemblers, Machinists, Maintenance/Repair Workers, Assistants, Specialists, Clerks, Technicians, Operators, etc. |                                                       |

*\*Positions that do not meet these requirements are eligible for other WorkSource services including job listing, recruiting, and market-competitive strategies. Contact: [EmployerServices@employ.oregon.gov](mailto:EmployerServices@employ.oregon.gov)*

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### How it works

1. Position meets the OJT-eligible criteria listed on this flier.
2. Employer contacts the WorkSource OJT Representative listed on the flier.
3. WorkSource assesses full eligibility and develops OJT agreement with the employer.
4. WorkSource creates job listing with the skills and experience required by employer.
5. WorkSource recruits and matches candidates from job seeker database that qualify for OJT.
6. Employer interviews and hires a qualified candidate and creates a training plan.
7. Employer delivers training plan to the OJT participant successfully.
8. WorkSource reimburses employer 50% of the training wages after training and retention period.

### On-the-Job Training Example

A business needs to hire a Furnace Operator who can operate a furnace to manufacture silicon ingots for solar power. Entry-level furnace operators are paid \$21 an hour. The employer determines it takes two months of training for a candidate to perform at the level of an entry-level furnace operator.

#### 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 during training period:  $\$21/\text{hr.} \times 40\text{-hour} \times 8\text{ weeks} = \$6,720$
- Wage reimbursement eligible to employer: 50% of wages paid during training period =  $\$3,360$
- First installment reimbursed after training period ends: 50% of  $\$3,360 = \$1,680$
- Final installment reimbursed after 90-day retention period: 50% of  $\$3,360 = \$1,680$

### WorkSource OJT Representative Contacts

#### Multnomah County

##### WorkSource N/NE

**Liban Satu**  
libanS@irco.org

##### WorkSource Gresham

**Sheila McQueen**  
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##### WorkSource Southeast

**Michelle Bowers**  
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#### Washington County

##### WorkSource Tigard

**Meghan Easley**  
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##### WorkSource Beaverton/Hillsboro

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