

On-the-Job Training (OJT)

PROGRAM DESCRIPTION

On-the-Job Training (OJT) is a paid worksite learning activity provided to a qualified applicant by a business client.

HOW WILL OJT BENEFIT ME?

You will obtain good-quality employees that you can train exactly to your specifications. In addition, the Department of Workforce Services (DWS) will reimburse you up to 50% of the wages paid to your employee during the training period.

You will save time and money with DWS' assessment, counseling and testing processes that help you get the right candidate for the job. DWS will screen applicants for you, using the criteria you provide, and refer potential employees to you for your final interview and selection.

You will have the opportunity to train the employee and be reimbursed at the same time.

HOW WILL I BE REIMBURSED?

Reimbursement will be made to you monthly upon submitting a record of hours worked and salary paid to the employee. A one-page form will be provided to you for each month of the OJT contract.

HOW LONG IS THE TRAINING PERIOD?

The training period is based upon the potential employees' skills, knowledge and ability to perform the basic tasks needed for the position. Training time may not exceed 1,040 hours.

WHAT ARE MY RESPONSIBILITIES?

As an employer you will be responsible for helping the trainee upgrade their skills according to an agreed upon training outline developed. You will also be responsible to provide progress reports and track hours worked. However, you must not hire the potential employee before signing the agreement with the DWS Coordinator.

WHAT KIND OF REFERRAL MAY I EXPECT?

The eligibility of the potential employee is determined by DWS according to state and federal law. Types of applicants that are eligible include dislocated workers (those laid off from a previous position), economically disadvantaged workers who need to upgrade their skills, and workers entering the workforce for the first time.

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CONTACT INFORMATION

FOR MORE INFORMATION, PLEASE CONTACT YOUR LOCAL EMPLOYMENT CENTER:

Employment Centers

American Fork	(801) 492-4500
Beaver	(435) 438-5498
Blanding	(435) 678-1400
Brigham City	(435) 734-4060
Cedar City	(435) 865-6530
Clearfield	(801) 776-7800
Delta	(435) 864-3860
Emery County	(435) 381-6100
Fillmore	(435) 743-5304
Heber	(435) 654-6520
Junction	(435) 577-2443
Kanab	(435) 644-8910
Loa	(435) 836-2406
Logan	(435) 792-0300
Manti	(435) 835-0720
Midvale	(801) 567-3800
Moab	(435) 719-2600
Monticello	(435) 587-2015
Nephi	(435) 623-1927
Ogden	(801) 626-0300
Panguitch	(435) 676-8893
Park City	(435) 649-8451
Price	(435) 636-2300
Provo	(801) 342-2600
Richfield	(435) 893-0000
Roosevelt	(435) 722-6500
Roy	(801) 776-7200
Salt Lake City (Downtown)	(801) 524-9000
Salt Lake City (Metro)	(801) 536-7000
South County	(801) 269-4700
South Davis	(801) 298-6600
Spanish Fork	(801) 794-6600
St. George	(435) 674-5627
Tooele	(435) 833-7310
Vernal	(435) 781-4100
West Valley	(801) 840-4400



Department of Workforce Services

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Auxiliary aids and services are available upon request to individuals with disabilities. Call (801) 526-9240. Individuals with speech and/or hearing impairments may call the state relay by dialing 711. Spanish Relay Utah: 1-888-346-3162.