

Northeast Missouri Workforce Investment Board
On-The-Job Training
Orientation OJT Trainee

This orientation will provide you with information specific to the WIA On-The-Job Training Program, including program requirements and your responsibilities. We are here to help you, if you have questions, don't hesitate to ask for further explanation from Career Consultant.

Primary Goals of On-The-Job Training

1. Provides an opportunity for you to gain experience in your chosen occupational area.
2. Provides an opportunity for you to demonstrate you possess good work habits and could be a valuable employee.
3. On The Job Training neither “purchases” a job slot for you nor “subsidizes” your wages. The intent is to provide reimbursement to your employer for the extra time that is required for your initial training. OJT is appropriate only when you are hired with the intention that you will remain a permanent full time employee once the OJT contract is completed, however it in no way “guarantees” your continued employment.

Program Characteristics

1. An OJT Contract will be developed between your training employer and this agency.
2. Your individual job training plan lists the skills for which you will be trained in, with the estimated hours of training time required. Your total length of training is outlined including planned start and completion dates, as well as job title and pay provisions. You have been or will be provided with a copy of your job training plan.
3. An OJT Invoice (timesheet) will be completed monthly. This invoice will list the days you worked and the number of hours per day. Signatures are required on this document from both you and your employer. With your signature you are verifying the accuracy of the hours shown. Reimbursements of wages to the employer will be based on this invoice and payroll records.
4. Your counselor contact information has been provided to you. You will be asked to contact them monthly to report your progress with your new job. Feel free to contact your counselor any time should you have questions or need to speak with your counselor. Be sure and voice any concern you may have regarding the direction in which your training is going at that time.

Trainee Responsibilities and Behaviors

1. As an OJT trainee, you are asked to notify your counselor immediately upon terminating employment with the training employer for any reason.
2. You are expected to have good attendance and to be prompt for work.
3. You are expected to follow the directions and instructions of your training supervisor(s).
4. You are expected to be cooperative and considerate to your co-workers at all times.
5. Dress appropriately for work; above all go looking clean and well groomed.

Your counselor’s name and telephone number are listed below. If you have problems that arise don't hesitate to contact him/her.

Career Consultant Name/ Phone Number