



ON-THE-JOB TRAINING

OJT...Training that Works!

On-the-Job Training (OJT) Benefits Business and New Employees

- New hires learn occupational skills and earn a wage at the same time.
- Business saves time and money.
- A win-win for business and jobseekers!

Why Should You Partner with CMJTS' OJT Program?

- Your business is reimbursed for the cost of training a new employee—up to 50% of the new employee's wage for the length of the contract.
- You do the training and the employee does the learning. Your new hire learns skills unique to your business and industry.
- Central Minnesota Jobs and Training Services, Inc. (CMJTS) refers candidates to you who have been professionally evaluated. You may also refer candidates to CMJTS for OJT eligibility.
- You make the hiring decision.
- CMJTS employment counselors are on call for consultation.

OJT Guidelines

- Business provides the training and supervision for the new employee.
- OJT contracts can be written for:
 - Permanent, full-time jobs—at least 30 hours a week (seasonal or temporary jobs do not qualify for OJT contracts)
 - Permanent, part-time positions—at least 20 hours a week—if the new employee is 55 or older, has a disability, or meets certain other criteria
- Trainee must meet OJT eligibility requirements.
- Trainee will earn industry-recognized credential.
- OJT is approved by CMJTS before the employee starts the job.

Call or email now for more information

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*Denotes a WorkForce Center

www.cmjts.org



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