***ATTACHMENT C***

**Massachusetts On-the-Job Training (OJT)**

**Sample OJT Skill Gap Form**

**I. GENERAL OJT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Date Submitted: | Career Center Name: | |
| Career Center Contact Person: | Contact Person Phone: | |
| Employer Name: | Employer MOSES ID: | |
| Employer Phone #: | Employer Fax #: | |
| Employer E-mail: | | |
| OJT Training Address: | | |
| Trainee Name: | | MOSES ID#: |

|  |  |
| --- | --- |
| OJT Position Title: | O\*NET SOC #: |
| O\*NET Job Zone: | SVP Level: |
| OJT Start Date: | OJT End Date: |
| Total Training Hours: | Number of Training Weeks: |
| Hourly Rate: **$** | Reimbursement Rate **%** |
| Total Estimated Contract Amount: **$** | |
| Additional Information: | |

**II. SKILL GAP ANALYSIS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Skills for OJT Position** | **Candidate**  **Skill Level** | **How Skill Level Determined**  **SA** = Self Attestation  **AR** = Assessment Results (please specify assessment instrument used)  **O** = Other (please specify) | **Notes / Explanation** |
|  | Unskilled  Some Skill  Skilled |  |  |
|  | Unskilled  Some Skill  Skilled |  |  |
|  | Unskilled  Some Skill  Skilled |  |  |
|  | Unskilled  Some Skill  Skilled |  |  |
|  | Unskilled  Some Skill  Skilled |  |  |
|  | Unskilled  Some Skill  Skilled |  |  |
|  | Unskilled  Some Skill  Skilled |  |  |
|  | Unskilled  Some Skill  Skilled |  |  |
|  | Unskilled  Some Skill  Skilled |  |  |
| **Estimated Total Training Hours:** | |  |  |

*Add additional rows or sheets as necessary*

**III. SIGNATURES**

|  |  |  |
| --- | --- | --- |
| ***I agree that this form is an accurate reflection of my skill level in relation to the potential On-the-Job Training position in question.*** | | |
| OJT Candidate Signature: | Type/Print Name: | Date: |

|  |  |  |  |
| --- | --- | --- | --- |
| ***I hereby certify that the information contained herein is, to the best of my knowledge, true and correct.*** | | | |
| Career Center Staff Signature: | | Date: | |
| Type/Print Name: | Title: | | Career Center: |