

## OJT at a Glance: Key Questions and Answers

**Q:** As an employer, how do I access OJT training dollars?

**A:** The process is simple and there are no complicated forms. The OJT Program Coordinator will meet with you at your place of business to discuss your needs, the position(s) for which you are seeking OJT training dollars and walk you through the process.

**Q:** Who can be an OJT Contractor/Employer?

**A:** Any company or business which has an opening for a skilled worker and for which qualified individuals are not readily available; a company or business which has not relocated to the labor market area within the past 120 days; or if it has relocated within this period, it has not caused a loss of employment at their original location.

**Q:** How do I benefit by participating in the OJT Program?

**A:** ValleyWorks' OJT program enables you to be reimbursed for up to 50% of the new employer's wages while they are in training.

**Q:** What kind of positions are eligible for consideration for OJT?

**A:** Occupations with growth potential that result in permanent employment.



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## ON-THE-JOB TRAINING PROGRAM



*Developing  
Tomorrow's  
Workforce*



## ValleyWorks Career Center:

*The Merrimack Valley's One Stop for employment and career services*

The ValleyWorks Career

Center (VWCC) is a

One-Stop career center,

providing services to job seekers and employers in the Merrimack Valley.



As an employer, VWCC offers you a comprehensive menu of services to meet your workforce development needs. Our goal is to assist you in identifying and recruiting qualified and skilled employees.

Contact a ValleyWorks Business Services Representative for a full menu of services.



## What is On-the-Job Training?

If you're an employer, you understand all too well the cost of hiring and retaining good employees. In many cases, candidates who have the right combination of enthusiasm and intelligence but lack the specific skills you need for the job.

This is where ValleyWorks' On-The-Job Training Program can help your business save money while turning a great candidate into a productive and profitable employee.



On-The-Job Training (OJT) is training conducted by an employer for an individual while he or she is working and learning the skills and information necessary for productive and satisfactory job performance. It is funded through the federal Workforce Investment Act (WIA) and administered through the ValleyWorks Career Center by the Department of Training and Development.

*For more information, please visit the ValleyWorks website*

[www.valleyworks.cc](http://www.valleyworks.cc)

## ValleyWorks Career Center:

*Your local employment connection in the Merrimack Valley*



For more information on the On-the-Job Training Program and ValleyWorks Business Services contact Ann Shaw, OJT Program Coordinator for the ValleyWorks Career Center, at (978) 722-7051.

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The ValleyWorks Career Center (VWCC) is a workforce development collaboration of the Department of Training and Development and the Division of Career Services. Chartered by the Merrimack Valley Workforce Investment Board (MVWIB), the VWCC is funded through the Workforce Investment Act; the Commonwealth Corporation; the Division of Career Services; the Department of Workforce Development; the Department of Transitional Assistance; the Department of Labor; the Department of Education and the Commonwealth of Massachusetts. A federal- and state-funded center, the VWCC is designed to provide comprehensive services to job seekers and employers of the Merrimack Valley. The VWCC is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.