

## WHO ARE OUR CUSTOMERS

The individuals we refer to OJT include those:

- who have identified an occupational interest for which immediate employment is a realistic goal;
- who have the interest and aptitudes necessary to begin an OJT position in a specific occupation;
- who have resolved or have plans to resolve such employment barriers as transportation, day care, housing, health, or other barriers that can impede successful OJT participation;
- who have demonstrated reliability, responsibility and have a positive attitude toward work; and
- who have the academic skills needed to perform on the job.



Angel Taveras, Mayor



Allan Fung, Mayor

### Workforce Solutions of Providence/Cranston

444 Westminster Street  
Providence, RI 02903

401-462-8970

[www.workforcesolutionspc.com](http://www.workforcesolutionspc.com)



Financial Assistance to Help in Training New Employees

## ON THE-JOB TRAINING

**Are you unable to find skilled qualified employees for your company?  
If the answer is yes, consider an OJT Grant from Workforce Solutions of Providence/Cranston.**

## WHAT IS OJT?

OJT is training conducted by an employer for an individual selected by the employer while he or she is working and learning the skills and information necessary for productive and satisfactory job performance. It is funded by the Federal Workforce Investment Act and administered by Workforce Solutions of Providence/Cranston.

## WHY USE OJT?

OJT programs can enable a participating employer to be reimbursed for up to 50% of a new employee's wage throughout the duration of their OJT up to a maximum of six months. OJT helps address the labor force needs of employers who may be unable to meet their needs for skilled and experienced workers.

## WHO CAN BE AN OJT EMPLOYER?

In general, any company or business that has a job opening for a skilled worker and qualified individuals are not readily available can be an OJT employer. The opening must meet a current or anticipated demand for trained and experienced individuals. Also, the opening must be for full-time employment, one in which training is a prerequisite for employment.

## HOW DOES AN EMPLOYER USE OJT?

A representative from Workforce Solutions of Providence/Cranston will meet with the employer to discuss specific training needs, job information, entry level requirements, and expected outcomes for the OJT program. A training outline is then designed that details specific skills and the training goals for the position. After that, a simple OJT contract is written and signed.

Candidates for the OJT position may be referred by staff at our Providence netWORKri office or the employer may also refer their own candidates to our office for determination of suitability. It is important to stress that the employer makes the final determination with respect to candidate selection and hiring.

Following that, the program begins and the candidate starts employment and training. Once a month, the employer completes a simple form for reimbursement of up to 50% of the wages paid that month.

The whole process from preliminary discussion to contract development involves only one or two meetings with the employer. Throughout the program, staff is available to provide on-going assistance to the employer.

## HOW DO I GET STARTED?

- Call our office and a representative will meet with you at your place of business or at our Providence netWORKri Office to discuss and assess the specific employment needs, worker qualifications, etc.
- A member of our staff will work with you to design a training outline and negotiate the training period.
- The contract agreement is finalized and signed.
- Candidates will be referred for your consideration. You select the individual you feel is most qualified to begin employment and training.
- A member of our staff will assist you in completing the monthly request for reimbursement. A simple call to our office begins the process.....

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