

On-the-Job Training

**YOU HIRE!
YOU TRAIN!
WE REIMBURSE!**

How Does it Work?

On-the-Job Training (OJT) is a “hire-first” program. OJT provides employers with a way to have new full-time employees gain specific skills and employment competencies through supervised experience. Workers learn the processes, work tasks, and tools and methods of a specific job or group of jobs in an actual work setting.

- We support matching qualified applicants with approved job openings.
- We work with you to design a training plan that meets your needs; you may be able to use an existing proprietary training plan.
- You get reimbursed a percentage of wages during the OJT period.
- May support apprenticeships*



OJT Provides:

Employers benefit by investing in their workforces:

- **Develop a skilled workforce**
- **Employer designed training**
- **Pre-screened applicants**
- **Payment to offset onboarding costs**

Employees benefit from businesses investing in them:

- **Job coaching**
- **Hands on training**
- **Workers earn and learn**



To learn more about the On-the-Job Training Program, please contact:
JoAnn Murchison, Virginia Career Works Business Services Representative
Telephone: (804) 456-7057 – Email: business_services@baywib.org