

## Stearns-Benton Employment & Training Council

A partner in the St. Cloud Workforce Center



# OJT...Training that Works!

## What is an On-the-Job (OJT) Training?

- A contract between Stearns-Benton Employment & Training Council (SBETC) and the business that documents the training they will provide for a new employee.
- Hands-on training designed to address the gap between the new employee's existing skills and the job skill requirements.
- Training reimbursement funded through state and federal employment and training programs.

## 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 job seekers!

## Why Should you Partner with SBETC's 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, employee does the learning, SBETC does the paperwork! Your new hire learns skills unique to your business and industry.
- Incentive for hiring by helping to minimize new hire risk.
- SBETC can refer candidates to you who have been evaluated for skills and interest match.
- Reverse-referral –you may also refer candidates to SBETC for OJT eligibility.
- SBETC career planners are available 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).
- Trainee must meet OJT eligibility requirements with SBETC.
- OJT contract must be negotiated and signed by SBETC before the new employee starts the job for the OJT to be valid.
- 2 day turnaround time is needed for SBETC to implement the contract.

## Call or email now for more information:

### Angie Dahle

Business Development Specialist

Angie.dahle@sbetc.org ■ 320.308.5334 ■ 1542 Northway Drive ■ St. Cloud, MN 56303