



On-The-Job-Training

Quick Facts

On-The-Job Training (OJT) is a “hire-first” program in which the employer enters into an agreement with an Illinois workNet Center to hire, train, and retain the individual upon successful completion of the training program

Through this program, businesses may be reimbursed for up to 90% of the new employee’s wages and the extraordinary costs of the training.

About On-The-Job Training

Small businesses are the backbone of Illinois’ economy and 95% of Illinois businesses have fewer than 50 employees. On-The-Job Training (OJT) assists with the costs of training new employees. It also provides access to a workforce with the skills necessary to sustain and grow their businesses and a regional economy.

OJT Provides:

- Hands on training.
- Payment to offset training costs
- Opportunity to train employees your way
- Investment in your company

How On-The-Job Training Works

OJT provides employers with a way to have new employees gain specific skills and employment competencies. This is accomplished through exposure in an actual work setting, to the processes, work tasks, tools and methods of a specific job or group of jobs.

- We match qualified applicants with approved job openings.
- We design a training plan that meets your needs.
- You get reimbursed for the cost of training during the OJT period.

Qualifying On-The-Job Training Applicants

- Applicants who are pre-qualified by our office and referred to you. OR
- Applicants you send to us for eligibility screening. We’ll notify you if they qualify.

On-The-Job Training is for Businesses That...

- Operate year round
- Enjoy low employee turnover
- Pay an hourly wage or salary equal to or more than minimum wage
- Realize the benefits of investing in their employees
- Employ one or more workers



Contact an Illinois workNet Center near you:

www.illinoisworknet.com/BizLocations



www.illinoisworknet.com

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