

On-the-Job Training • Fact Sheet

About On-the-Job Training

More and more, we hear employers report difficulty finding workers with the required skills, who can “hit the ground running.” The On-the-Job Training (OJT) program has been designed as a way of helping businesses manage the cost of training new employees who are not 100% qualified for a particular job.

How On-the-Job Training Works

- We will work with the employer to identify a job candidate who is eligible for participation in OJT:
 - the candidate may come through the workNet DuPage Career Center, or
 - the employer may refer an eligible candidate of their own.
- We will work with the employer to create a training plan that can be implemented on-the-job to mitigate the candidate’s skills gap:
 - the training must provide required job-related skills, and
 - it cannot be an orientation or new hires training that is routinely provided for all new employees.
- The on-the-job training can last up to **six months**, during which the employer will be **reimbursed for 50% of the trainee’s wages**.
- Wage requirements may apply.

The Benefit to Your Business

Addresses the Skills Gap: You can hire for soft skills, then train for hard skills.

Wage Reimbursement: OJT defrays the cost of providing training for your new hires.

**To Learn More about the On-the-Job Training program,
please contact Lisa Schvach, Business Services Manager, at
(630) 955-2066 -or- lschvach@worknetdupage.org**



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