On the Job Training (OJT) Best Practices

10 Things You Should Never Do

• OJTs are NOT available to current or previous employees
• OJTs are NOT sustainable if a business is financially insolvent or has cash flow challenges (OJTs are reimbursement based)
• OJTs are NOT allowed for independent contractors (1099 employees)
• OJTs are NOT allowed for self-employed business owners (conflict of interest)
• OJTs are discouraged for part-time employees
• OJTs are discouraged for temporary or seasonal employment opportunities
• OJTs should never encourage the displacement of a current employee
• OJTs are not suitable for “work from home” or “online” opportunities (requires direct oversight and training)
• Place with employers who lack (Business License, Workers Comp and General Liability Insurance)
• OJTs are discouraged for First Source opportunities (compliance is incentive)

10 Things You Should Always Do

• Underscore the benefits not any challenges of the OJT program
• Manage employer expectations (time to fill, scope of work, etc.)
• Before whole selling OJTs to employer start with one or two placements and establish a successful OJT track record
• Target small businesses which are ideal candidates for OJTs
• OJT is a great business development tool that can get you in the door and allow you to showcase other business services
• Minimize the amount of work to employer by pre-completing forms
• Make yourself available to assist employer in person, over the phone or via email
• OJTs are great for entry–level positions but also industry changes for experienced workers (highlight transferable skills)
• When possible visit employers jobsite (deters fraud, assist you in better understand the work environment)
• Always stay in touch with employer and conduct mid-term assessments