

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)

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- 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