



Does hiring seem too risky?

**Help put Ohioans back to work.**

OhioMeansJobs Summit County

## On-the-Job Training (OJT)

[summitmedinaomj.org](http://summitmedinaomj.org)

### Guidelines

OhioMeansJobs Summit County's On-the-Job Training (OJT) program offers employers a way to be partially reimbursed for hiring and training job seekers in permanent positions. Job seekers must be assessed for program eligibility by OMJ staff. Eligible new hires can participate with the development of a simple training plan prior to their start date. OMJ staff are knowledgeable, experienced, and readily available to guide qualified employers through the process quickly.

- **On-the-Job Training** is available to all sector industries.
- **Training periods** average 3-6 months depending upon the position and the trainee's experience level. A structured training plan is developed for this time period with input from the trainee.
- **The minimum wage** for a position to qualify for OJT is \$17.50 per hour.
- **Employers** can be reimbursed for 50% of an employee's regular wages, up to a maximum of \$10,000.
- **Employees** must be a direct hire. Individuals hired through staffing agencies are not eligible for OJT.
- **Reimbursement** requires a signed invoice and documentation demonstrating wages paid to the employee.
- **Employers** using OJT to train new hires must be willing to consider candidate referrals vetted by the OMJ Career Services staff.

Questions?

Call our Business Services line at (330) 630-4619



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