

What is the On-the-Job Training service?

If a business is interested in hiring a referred client of the Kentucky Career Center-Bluegrass to an open position, but the client still needs to gain skills to be successful in that position, then the OJT service is the right choice.

To move forward, the business must have an agreement for services in place and be ready to hire the employee. The worksite should then contact their Business Service Consultant, together they will create a training outline to determine the length of time and skills needed to be proficient at the position. Typically, OJT programs last 6-24 weeks. Once the client has completed their training and is still employed by the worksite, the worksite will submit copies of the client's pay stubs for the length of training and will then be reimbursed up to 50% of client's wages earned during the training period.

The purpose of this service is to allow a business to offset the cost of the training period associated with hiring a new employee.

The 17-country region of the Bluegrass includes: Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott, and Woodford counties. The Bluegrass Workforce Innovation Board directs the Workforce Innovation and Opportunity Act Program within the Kentucky Career Centers in the Bluegrass region. One way elevates the workforce of Central Kentucky is through a menu of business services. These services are intended to assist businesses by off-setting the cost of recruiting, hiring, and training staff. This pamphlet highlights one of the number of ways the Kentucky Career Center - Bluegrass Business Services Team can assist your company.

All services through the Kentucky Career Center - Bluegrass are free of charge to both employers and job seekers.

To begin utilizing business services through the Kentucky Career Center - Bluegrass, contact a Business Services Consultant, today.

Your Business Service Consultant is:

Visit the Employers area our website to learn more about our services or contact information for the Business Services Consultant in your area.

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B U S I N E S S S E R V I C E S

On-the-Job Training



The On-the-Job (OJT) Process.



1. Have a vacancy and be ready to hire.



2. Contact your Business Services Consultant.



3. Have an agreement with us *before you hire.*



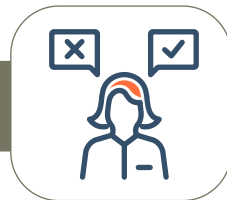
6. Submit a completed Training Outline within 30 business days of completion to your consultant.



5. Work with your Business Service Consultant to develop a training plan.



4. Interview our referred candidates and *if you select ours proceed to step 5.*



7. Your consultant will review to ensure the candidate successfully completed the training



8. After training is complete the new hire is still employed in a permanent full-time job position, a reimbursement request is submitted.



9. Checks for successful completion will be mailed in 4 - 6 weeks after submission.