

# On-the-Job Training

Hire for Attitude...  
...Train for Skills

## SOME OJT JOB TITLES

- Machine Operator
- Project Manager
- Quality Control
- Welder
- Construction Manager
- Electrical Technician
- Information Systems Specialist
- Engineer/Engineering Support
- Drafter/Designer
- HVAC Technician
- Tool and Die Maker
- Web/Graphic Designer/Developer
- Office Manager/Bookkeeper
- Machine Mechanic
- IT System Developer
- Computer Technician
- Fabricator

For more information contact your  
Business Services Representative:

Danielson – Mark Fillmore – 860-848-5251  
mark.fillmore@ct.gov

Norwich – Tracy Tremblay – 860-848-5932  
ttremblay@chamberect.com

New London – Kathy Cosgrove – 860-848-5252  
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Willimantic – Linda Riquier – 860-455-1555  
lriquier@qvc.edu



The American Job Centers – Eastern CT are designed to unify numerous training, education and employment programs into a single, customer-friendly system. Our partners collaborate to provide seamless core services to job seekers and employers to ensure that our region's resources are being utilized. Anyone, whether job seeker or employer, can come into any American Job Center and access our free services.

The American Job Centers play an instrumental role in employee recruitment, coordinate regional job development, provide support for economic development and retention, and promote lifelong learning. The Business Services Team is available to assist employers with their hiring and training needs at no cost.



## About the EWIB

The Eastern CT Workforce Investment Board (EWIB) is a non-profit agency mandated through the federal Workforce Innovation and Opportunity Act (WIOA) of 2014. The EWIB oversees many workforce-related programs and agencies funded from a variety of sources, including the operation of three regional American Job Centers located in Montville, Danielson, and Willimantic.

The EWIB works to identify the changing needs and resources of each of the 41 towns located in its service delivery area and develops a strategic consensus among community leaders to ensure that training programs continue to meet the needs of local employers and job seekers.

[www.ewib.org/ojt](http://www.ewib.org/ojt)

OJTs are funded in whole, or in part, by the U.S. Department of Labor Employment & Training Administration with Workforce Innovation and Opportunity Act (WIOA) funds administered by the Eastern CT Workforce Investment Board (EWIB).

These programs are equal opportunity employer programs, and auxiliary aids and services are available upon request to individuals with disabilities.



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americanjobcenter  
EASTERN CT

# THINKING ABOUT HIRING?

## On-the-Job Training Lets You “Hire for Attitude While You Train for Skills”

**F**unds are available to help you hire an eligible applicant with 50% or more wage reimbursement during training.

On-the-Job Training is a cost-effective way to staff positions with job-ready, pre-screened applicants. **YOU interview; YOU make the hiring decisions!**



### Who is this new employee?



We provide applicants that bring a wide variety of job skills and experience to your workplace. Candidates we refer are interviewed and

assessed. Our qualified staff will carefully match our applicants to your job requirements. However, rest assured, you are never obligated to hire any person we may refer to you. You may also refer your applicants for screening by our professional staff.

### Reimbursement Rate is 50% – 75% of Employee's Wages

On-the-Job Training contracts are paid for by the Eastern CT Workforce Investment Board (EWIB).

The EWIB will reimburse the employer for 50% to 75% of the employee's wages during a set training period (a minimum of 8 weeks and a maximum of 26 weeks.)



**IMPORTANT NOTE: An OJT contract must be in place before the new hire starts.**

### On-the-Job Training Requirements

On-the-Job Training is a contractual agreement made between an employer and the Eastern CT Workforce Investment Board (EWIB). Participants must meet certain guidelines to be eligible for this program.



- The employer agrees to hire and provide on-the-job training to a qualified individual.
- Jobs must be permanent hires,

and employ individuals for at least 32 hours per week.

- The wage and benefit package should be the same as other employees serving in similar positions. From day one, they are your employee and subject to your company's policies.



- The length of training will be determined by the job description, and employee's skill gap. We will assist you in developing a training plan that will best meet your specific needs.

- The employer agrees to submit monthly time cards and evaluations to the EWIB for reimbursement.