

On-the-Job Training (OJT) is a federally-funded program created to reduce the cost of new hire training for employers!



WHAT IS OJT?

OJT reduces the cost of new hire training by reimbursing employers 50% of a new hires' wage, approximately \$5,000. The OJT may last no longer than 6 months, and reimbursement occurs on a monthly basis upon receipt of an invoice and performance review. All paperwork must be completed *prior* to the first day.



WHO IS ELIGIBLE FOR OJT?

PA CareerLink® Lackawanna County Staff can refer eligible OJT participants to employers. Also, employers can refer any applicants to PA CareerLink® office staff for an eligibility screening. Eligible applicants must either be currently collecting unemployment benefits, or meet low income guidelines to qualify for OJT.



HOW DOES OJT WORK?

The position must be full-time, permanent, pay a minimum of \$10.00/hr, and provide medical benefits. The applicant cannot have extensive, prior experience in the position for which they are hired, and cannot be a previous employee of the business. Holidays, vacation, sick time, and over time are non-reimbursable hours.



WHERE DO I GET STARTED?

For more information, please call or email a Business Service Representative listed below!

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