

## Questions and answers

**Q: As an employer, how do I access OJT training dollars?**

**A:** Local job center staff will meet with you at your convenience to discuss the employment needs for which you are seeking an OJT trainee. The process is easy, and you will receive help every step of the way.

**Q: Who can apply to be an OJT employer?**

**A:** An Alaska employer in good standing with the State of Alaska that has a job opening for a skilled worker and hasn't recently relocated to the area.

**Q: What kinds of positions are eligible?**

**A:** Full-time occupations with growth potential that result in permanent employment.

**Q: Can I choose who to hire, or do job center staff send me someone?**

**A:** It's your choice. If you have someone in mind who you think would be a great fit for your business, but who is lacking the skills necessary to be fully proficient, we will work with you to determine the applicant's eligibility for OJT. Or we can refer a pre-screened job seeker to you for you to interview. You are under no obligation to hire the applicant or keep the trainee if hired.

## How do I get started?

To inquire about OJT opportunities, please contact your local Alaska Job Center in-person, online from [jobs.alaska.gov](http://jobs.alaska.gov), or by telephone at (877) 724-2539.

## OJT employer comments

Team Cutters enjoys working with DOLWD because we believe that On-The-Job Training is a win-win for everybody. The employer gets a well-trained employee, and the "apprentice" is financially compensated while still in training. This is our 20th year of success with DOLWD, and we hope to have many more years of success.

Maria C Messina  
Team Cutters, Fairbanks

The Steese Volunteer Fire Department has participated in several State of Alaska Labor grants over recent years. A number of people have benefited through the On-the-Job Training program by learning vital skills in responding to fire and medical emergencies.

The skills learned resulted in fulltime employment for these trained individuals in the emergency services field which allowed them to obtain certifications in both emergency medicine and structural fire fighting while employed with this organization. We encourage others to take advantage of such programs to benefit our community.

Mitch Flynn, Fire Chief  
Steese Volunteer Fire Department

# On-the-Job Training



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

**You hire. You train. We pay.**

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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# Guidance for EMPLOYERS

## What is On-the-Job Training (OJT)?

**O**n-the-Job Training (OJT) is an employee wage reimbursement program in which an employer agrees to custom-train a new or incumbent employee for a skilled job and is then reimbursed for a major portion of the employee's wages during training.

Employees get a chance to earn money while learning a skill, employers get a great employee, and Alaska gets another skilled worker.

This unique opportunity offers employers the chance to work with employment specialists from the Alaska Job Center Network (AJCN). You and the AJCN team recruit and pre-screen the applicant, and together create a skill-building work plan designed to result in an employee perfectly suited to your business.

OJT is one of the best training methods because it is planned, organized, and conducted by you at your worksite. It is particularly appropriate for developing hands-on work skills where little-to-no classroom training is needed.

## Features of the program

- Reimbursement of 50 percent or more of employee wages during training period
- Minimal paperwork, easy process
- Open to any job types
- Available to any business size

## Benefit to employers

OJT is a smart business move that shows an immediate return on investment.

**Cost savings** — The high cost of training a new employee is partially reimbursed.

**Immediate assessment** — Management can assess progress over a period of time making it easier to identify a problem and intervene to resolve it quickly.

**Tailored training** — The program gives employers the control to design a training program that meets their business needs.

**Full-time employee** — Reimbursement for part of the employee's wages during the training period while having the services of a full-time employee.

**Low turnover** — Employees hired under OJT tend to show long-term loyalty to the employers who gave them a chance and taught them important job skills.



## Common OJT methods

**Demonstration/instruction** — Showing the trainee how to do the job

**Coaching** — A more intensive method of training that involves a close working relationship between an experienced employee and the trainee

**Job rotation** — The trainee is given several jobs in succession to gain experience of a wide range of activities.

## Program requirements

On-the-Job Training is an agreement made between an employer and the Alaska Department of Labor and Workforce Development in which the employer agrees to:

- Provide substantive on-the-job training to a qualified individual
- Commit to continued employment upon successful completion of the training
- A specified training period based on the trainee's current aptitude compared with skills needed to perform the job, usually not to exceed six months

Funding for OJT is dependent on funds availability and may come from one, or a combination of, state and federal sources.