



ILLINOIS  
**TALENT PIPELINE**  
MANAGEMENT



## Training Quick Facts

## On-the-Job Training

On-the-Job Training (OJT) is a “hire-first” program in which the employer enters into an agreement with an Illinois workNet Center to hire, train, and retain the individual upon successful completion of the training program

Through this program, businesses may be reimbursed for up to 75% of the new employee’s wages and the extraordinary costs of the training.

### *How Does It Work?*

OJT provides employers with a way to have new employees gain specific skills and employment competencies. This is accomplished through exposure in an actual work setting, to the processes, work tasks, tools and methods of a specific job or group of jobs.

- We match qualified applicants with approved job openings.
- We design a training plan that meets your needs; you may be able to use an existing proprietary training plan.
- You get reimbursed a percent of wages during the OJT period.

### *On-the-Job Training is for Businesses That*

- Operate year round
- Enjoy low employee turnover
- Pay an hourly wage or salary equal to or more than minimum wage
- Realize the benefits of investing in their employees
- Employ one or more workers

#### OJT Provides:

- Hands on training.
- Payment to offset training costs
- Opportunity to train employees your way
- Investment in your company

### *Qualifying On-the-Job Training Applicants*

- Applicants who are pre-qualified by our office and referred to you. **OR**
- Applicants you send to us for eligibility screening. We'll notify you if they qualify.

Visit [www.illinoisworknet.com/training](http://www.illinoisworknet.com/training) for additional information on how your business can benefit from this opportunity and others like it.



**Illinois**  
Department of Commerce  
& Economic Opportunity  
OFFICE OF EMPLOYMENT & TRAINING  
Bruce Rauner, Governor



This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

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