



NEED A SKILLED WORKFORCE?

Jobs today rarely stay the same. The tools or systems used often change, and adapting to new equipment, a machine, software, process, etc. continues to evolve. For employees and employers, on-the-job training is one of the best ways to deliver targeted training. Through the **On-the-Job Training (OJT)** program, employers can **save an average of \$3,500 for each new hire** that lacks the skills required for the job.

THREE STEP PROCESS



REFER CANDIDATES

The Forward Careers team can refer eligible OJT clients to employers. Also, employers can refer any candidate **before a job offer is extended** to Forward Careers staff for an eligibility screening.



TRAINING PLAN

The Forward Careers team will assist employers develop a training plan that reflects required skills and identifies the candidate's skills gap.



SIGN CONTRACT

The Forward Careers team will develop a contract and will review it with the employer and candidate.

POSITION REQUIREMENTS

- Permanent/Regular (not seasonal or temp)
- Full-time (*minimum of 32 hours per week*)
- Pay a minimum of \$12.00 per hour or \$10.00 per hour for youth

CANDIDATE REQUIREMENTS

- Eligible to work in the U.S.
- Currently unemployed or underemployed
- Lacks previous work experience or skills in that position or industry

CONTACT US

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