

## Service Overview

On-the-Job Training, also known as OJT, involves the teaching of skills, knowledge and competencies needed to perform a specific job within the workplace and work environment. Utilizing an employer's existing workplace tools, equipment, processes and documentation, the employee is able to gain the skills and knowledge to effectively and efficiently perform his or her job.



### How Do We Do It?

At EDSI, we use our proprietary **skilldex**® system, an automated approach to job and skills analysis, to determine OJT placements and training plans. When appropriate, EDSI staff will conduct Job Task Analyses to determine the responsibilities of the employer's positions and the tasks performed in those positions, along with the hierarchy of importance, difficulty and frequency of each task. Participants complete a Skills Inventory that will later be used to match them to available jobs and allow them to identify their own skills and compare them to careers of interest. Skilldex gives the employer detailed, job-specific skill information and an efficient means of tracking skill growth and training effectiveness.



OJT services enable employers to upgrade the skills of their workforce at an affordable cost, and at the same time, enable jobseekers to upgrade their skills and qualify for higher-wage jobs. Typically, the employer pays 50% of a trainee's wages for a designated period of time and Workforce Investment Act (WIA) federal funds distributed to state and local governments cover the remainder of the cost. The employer commits to hire the trainee, if he or she successfully completes the training.



OJT occurs within the normal working environment an employee will experience on the job. Training may occur as the employee performs actual work or may take place elsewhere within the workplace utilizing training rooms, training work stations or training equipment. OJT is most frequently supplied by another employee who can competently perform the job that he or she is teaching. While the goal of OJT is often to teach basic workplace skills, it also instills aspects of workplace culture and performance expectations in the new employee.



## OJT Benefits

### Funding Agency Benefits

- Provides excellent Return on Investment (ROI) - Individuals participating in the OJT now have a full-time position, as opposed to an Individual Training Account (ITA) where there is no guaranteed job after training is completed
- Requires less funding than ITAs for similar training and have higher retention because the employee is more knowledgeable about the culture and requirements of the employer
- Provides real-time data on the progress of the employee and allows for quick intervention to alleviate challenges or barriers
- Assists the funding agency in meeting performance goals
- Allows Dislocated Workers an opportunity to return to work quickly, reducing the length of unemployment claims
- Increases employment opportunities in high-priority industries
- Enhances regional skill levels
- Helps build long-term relationships with area employers

### Employer Benefits

- Employers are reimbursed for 50% of the employee's wages for a pre-determined time period to offset the cost of training the employee and recoup some of the lost costs associated with hiring
- EDSI assists the employer in the design of the training plan, specific to the company's requirements
- Employees are trained on the actual equipment they will utilize after the training period, instead of equipment used by training vendors or community colleges
- Very little of the employer's time is required for the administration of the OJT - EDSI provides the invoices, reviews the evaluations completed by the employer on a monthly basis, and acts as the liaison between the employer and the funding agency
- Employers retain the ability to make the final selection in the hiring process
- Skill gap analysis allows the employer to identify the specific training required based on real data
- The employer is able to review the new employee's skill progress on a monthly basis

### Employee (Client) Benefits

- Direct training from experienced employees on how to perform the job, specific to the employer's requirements
- The ability to earn while they learn, allowing them to continue to meet their financial obligations
- Monthly feedback on performance

- The expectation of a full-time position after the training period and, in some cases, an increase in salary
- Case management support services
- A clear "Career Path" based on the employee's upgraded skills
- Job opportunities that would not have been available without the training provided by the employer and the cost offset by the OJT