

# On-the-Job Training

Helping Your Business!



Missouri Job Centers offer **On-the-Job Training (OJT)** to help your business save hiring and training cost for new hires.

## The OJT Program Provides . . .

- Cost Savings:** up to 50% reimbursement of the wages of workers hired through this program for On-the-Job Training.
- Excellent Employees:** Workers that possess a proven work ethic with valuable skills gained from prior employment and education/training.
- Convenience:** Ongoing guidance and support from our staff, with minimal paperwork.



## OJT Program Steps

1



Contact your nearest Missouri Job Center to confirm your eligibility.

2



Identify potential candidates who are: referred through a Job Center or are reverse-referred by you to a Job Center.

3



Develop, complete and sign the training agreement prior to the start date of the OJT employee.

## Your Business Can Participate If:

- OJT position is permanent and full-time
- Your business participates in E-Verify. You can learn more about E-Verify at: <http://www.uscis.gov/e-verify>
- Contact us to learn more about how your business can participate!

## For More Information Contact:



For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at [jobs.mo.gov](http://jobs.mo.gov) or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.