

WIAB 08-05

DATE: February 24, 2006
TO: All Local Workforce Investment Areas
FROM: Cheryl A. Brush, Chief, Workforce Systems Bureau
SUBJECT: OJT Brochure

Two interim On-the-Job-Training (OJT) brochures have been posted to the WIA MIS Forms section. One version was designed for ICL offices and the other for non-ICL Service Providers.

Please customize the brochures to meet your local program goals and targeted audiences.

If you have questions please contact Diana Parenteau at 332-3570 ext. 3328.

Attachments

What Is On-The-Job Training?

- ◆ Hands on training designed by you
- ◆ A cash payment to offset training costs
- ◆ An opportunity to train employees your way
- ◆ An investment in your own company



How Does It Work?

- ◆ We match qualified applicants with approved job openings
- ◆ We design a training plan to meet your unique business needs



Who Can I Hire?

- ◆ Applicants who are pre-qualified by our office and referred to you
- OR -
- ◆ You can send applicants to us for eligibility screening and we'll let you know if they qualify

Eligible Applicants May Include:

- ◆ Workers displaced due to plant closure
- ◆ Workers laid off due to downsizing
- ◆ Young people who are entering the labor force
- ◆ Recent graduates with no hands-on experience
- ◆ Homemakers interested in entering the labor force
- ◆ Military service men and women returning from active duty
- ◆ Others in need of training

Qualifying Businesses:

- ◆ Employ full-time workers
- ◆ Operate year-round
- ◆ Enjoy low employee turnover
- ◆ Pay an hourly wage or salary
- ◆ Prefer long term employer/employee relationships
- ◆ Realize the benefits of investing in their employees
- ◆ Enjoy saving money
- ◆ Employ any number of employees

IDAHO
COMMERCE & LABOR

**Yes...
I'd Like to Know More!**

- ◆ The paperwork is minimal and we do it for you!
- ◆ Quality training reduces employee turnover which saves you money!
- ◆ Low employee turnover reduces operating costs!
- ◆ Lower operating costs increase profits!
- ◆ Everyone wins—the business and the employee!
- ◆ OJT can be utilized in conjunction with the Work Opportunity Tax Credit program!

Please Contact

For Details!

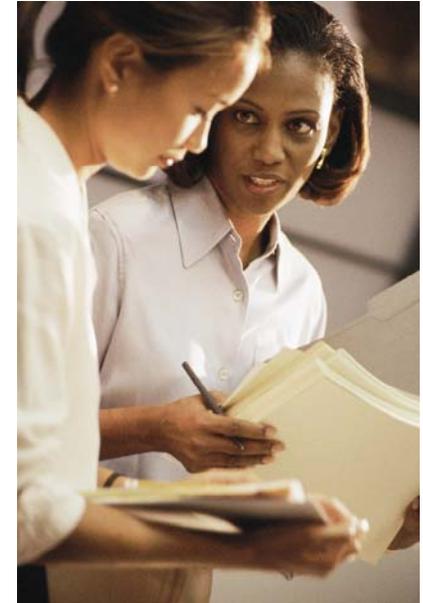
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Equal Opportunity Employer/
Program Auxiliary Aids and Services
Available Upon Request to
Individuals with Disabilities

**TDD/TTY through
Idaho Relay Service
1-800-377-3529**

***Thinking of
hiring a new
member of
your team?***



**Consider
On-The-Job
Training
Through WIA!**

*Your resource for
finding, training and keeping
that new employee!*

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Your organization's name/logo here.

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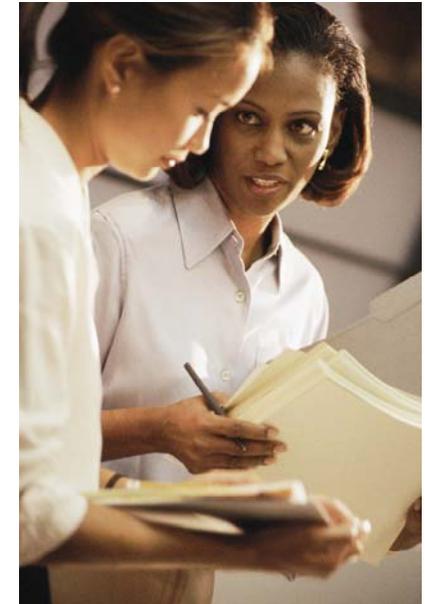
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