

## On the Job (OJT) Procedures

### Referrals and Application

Determine eligibility

Assessments

Development of CS plan

Work site Development and Referrals to Employers

Develop Work Site Agreement

Communication While in Training

End services

Follow Up

### Referrals

Potential applicants are referred to WIOA via several sources. Many are referred from One Stop Partner agencies, ES, Veteran Services, Technical College System of Georgia, Office of Workforce Division. They also come in requesting OJT because they have heard about the service via word of mouth, advertisement, job fairs, etc. Others may have heard of the program through a Rapid Response representative at a layoff meeting.

### Application and Interview Process

Potential applicants are first interviewed and told of all WIOA services to determine if they want to proceed with the application and if so which WIOA service best meets the needs of the person.

Next the WIOA application is filled out and documentation is presented to the Career Advisor so that they may determine eligibility in accordance with the guideline of the WIOA Eligibility Manual.

### Eligibility for WIOA

Applicant eligibility is determined by following the guidelines presented in our WIOA Eligibility Manual. They may qualify for WIOA as an Adult, Dislocated Worker, or Youth. If an applicant is better suited for services by the youth program they will be referred to the Youth Provider. If during the program the Youth Provider determines them ready for the OJT program they may refer them back to the OJT Career Advisor.

### Registration and Assessment process

The Career Advisor will complete applicant's WIOA Registration in the GEO System.

All applicants must receive at a minimum the O'Net Assessment and Provelt. Other assessments such as TABE and Georgia Work Ready may be given as needed.

## **Customer Service Plan**

Once assessments are complete the Career Advisor will review the results and interview the applicant to develop an individual employment plan. The assessment test results may be useful in guiding the person toward a particular career path if it is one that may be achieved via the WIOA program. The ultimate choice of career paths is that of the applicant and their immediate needs for employment may take precedence in their final decision. The assessment test results, however, will hopefully make the applicant's thoughts turn in the direction of a career path and may result in the desire to seek further education in the future. Our goal is to take care of their immediate needs of employment and to help them with lifelong employability.

## **Work Site Development**

The OJT program is marketed in the community by the Career Advisors. This is done by participation in community meetings and events such as Chamber of Commerce meetings, Employer Committees, Employer Job Fairs. They distribute literature to the human resource contacts within the community. They also develop and maintain relationships with employers throughout their communities.

Interested employers must complete a Pre-Award Survey and meet all the requirements as specified on the Survey.

Employers will receive up to 75% reimbursement of training wages for each WIOA participant. The program may also pay for short term credential training the employer requires for the trainee.

Career advisors will develop with the employer a skills outline for each position they want to hire an OJT participant. They will list any skills that will be learned on the job. In addition, the Career Advisor will create a training matrix for each position based upon the O'Net Job Zone scale. This scale will help in determining the number of hours needed to adequately learn each position.

Participants will be referred to appropriate employers for a job interview. They must complete all application and interviewing procedures required by the employer. It is the employer's choice whether to hire the participant.

## **Work Site Development Agreement**

Once an employer decides to hire an applicant, a work site agreement is developed and signed by all parties. The agreement will have all contact information on the employer, career advisor, and applicant. It will specify the requirement that must be adhered to as per the WIOA Federal Regulations. Attached to the agreement will be the previously developed skills outline, the rating matrix and the Pre-Award Survey. In addition, a signature page for the credential requirement will also be included.

The participant will be scored in the beginning on the skills they already possess. This will be determined by interview, assessment test results, and by reviewing the participant's job history. If needed, the training hours may be reduced for those with some existing skills in the job.

The signed agreement will then be forwarded to Northwest Georgia Regional Commission for processing.

### **Monitoring, End of Service, and Follow up**

The Career Advisor will make contact with employer or employee periodically during OJT to assess the progress or assist with questions or problems. This will allow for an opportunity to address and correct any issues so the participant can maintain employment.

The Career Advisor will maintain counseling notes in the Data Management system for the duration of the services and follow up.

Once the training is complete the Career Advisor will end the services and complete the end of service screen in the GEO/Data Management System. Quarterly follow up contact will be made with the participant so that if further assistance is needed it can be addressed.

Complete details for all aspects of OJT are found in the OJT contracts and Federal Regulations.