

*Our team is committed to providing our services to businesses of all types, regardless of size or industry.*

**Hire**

**Train**

**Retain**

*As a Human Resources Professional who's constantly on the lookout for qualified candidates and top talent, my experience in partnership with Michigan Works! Kalamazoo has been, and is, absolutely invaluable. From on-site, hosted Job Fairs to provided assistance with OJT testing & training - the amount and quality of support received and realized by my organization is nothing short of outstanding.*

*- Ashley Heckman, PHR, Human Resource Generalist, Bowers Manufacturing/WKW Extrusion*

# On-the-Job Training



## What is On-the-Job (OJT) training?

- OJT is a federally-funded program that reimburses employers, up to 50% of the new employees wages for a set training period.
- An OJT plan can be developed for any new direct hire regardless of department or skill level as long as there is a legitimate training involved.

## Who selects the OJT trainees?

- The employer can ask Michigan Works! Southwest to identify and refer candidates who meet the eligibility guidelines.
- If an employer has already identified an individual they would like to hire, they can refer the applicant to Michigan Works! for screening to determine if they are eligible for the program.
- Enrollment in the program at Michigan Works! Southwest is required for the new hire, eligibility guidelines are based on household income, job dislocation and other factors. Enrollment is a simple process we will facilitate.

## How do we get the process started?

- Contact the Business services representative listed below for your local Michigan Works!
- The standardized pre-contract information for the OJT program must be completed prior to the individual beginning employment. This could take up to a week to complete the first time you participate.
- The contract is simple. The Business Services team member will help complete it.

### Business Services Team Members:

Kalamazoo County	St. Joseph County	Branch County	Calhoun County
Sam Dougherty	Diane Hedgcock	Missy Lafferty	Will Slone
269-488-7618	269-273-7067	517-278-0203	269-441-1477