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

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:

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<tr>
<th>Kalamazoo County</th>
<th>St. Joseph County</th>
<th>Branch County</th>
<th>Calhoun County</th>
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<tbody>
<tr>
<td>Sam Dougherty</td>
<td>Diane Hedgcock</td>
<td>Missy Lafferty</td>
<td>Will Slone</td>
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<td>269-488-7618</td>
<td>269-273-7067</td>
<td>517-278-0203</td>
<td>269-441-1477</td>
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www.mitalent.org
www.miworkssw.org

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

Hire
Train
Retain