

Department of Employment Services

ON-THE-JOB TRAINING EMPLOYMENT INITIATIVE (OJT)

Closing the Skills and Employment Gap for D.C. Residents



On-the-Job (OJT) training is a workforce development strategy in which employers have an opportunity to train, mentor and hire candidates as they become fully proficient in a particular skillset or job function. Through the OJT model, candidates receive the hands-on training necessary to increase their skills, knowledge and capacity to perform the designated job functions. The OJT strategy ensures unemployed and underemployed jobseekers have a chance to enter and reenter the workforce through an “earn while you learn” model.

About the Program

Pre-screened and job-ready candidates are matched with employers willing to provide skills-based on-the-job-training. DOES will provide wage reimbursement of 50 to 75 percent of the candidate’s salary from one to six months (in some cases up to one year) for qualifying District of Columbia residents and employers. OJT employers maintain complete control over hiring decisions, and are assigned a DOES liaison to initiate recruitment efforts and provide support throughout the length of the OJT agreement. Clearly written OJT agreements detail the individual training outline, objectives, duration of agreement, and reimbursement rate.

Candidate Eligibility

DOES is responsible for candidate intake and referral, and will evaluate the candidate’s appropriateness and job readiness for OJT. A candidate is considered to be OJT-ready if he or she:

- Has a completed Individual Employment Plan (IEP)
- Has an active DC Networks profile
- Verified as WIOA Eligible and has a completed WIOA application in DC Networks
- Has the interest and aptitudes necessary to begin an OJT position
- Has resolved or has plans to resolve such employment barriers as transportation, day care, housing, health, or other barriers that can prevent successful OJT participation
- Has a positive attitude toward working and is eager to begin OJT participation
- Possesses the basic skills needed to perform on the job (skills examples include math, reading, understanding the English language and others that are necessary to begin OJT training)
- Does not have significant prior experience and/or education in the occupational area for which OJT is being considered; and lacks the specific occupational skills required for employment
- Is not presently on temporary lay-off or expecting to be recalled by their former employer
- Is not awaiting other program activity participation (e.g. classroom training) or seeking OJT as a temporary program activity

DOES Obligation

It is the responsibility of the Employment Opportunity Specialist or Workforce Development Specialist to ensure that an appropriate and complete Individual Employment Plan (IEP) is prepared for every candidate considered for OJT participation. All of the eligibility elements listed above must be contained on the IEP and documented in DC Networks as to the appropriateness of the OJT referral, placement and the training length determined for the OJT employee and trainee. The IEP not only assists in documenting activity but also provides the candidate with an understanding of the WIOA training activities that he or she will progress through in order to eliminate barriers to long-term employment. The DOES Employment Opportunity Specialist and the candidate are expected to sign the IEP.

Contact DOES-OJT

202-899-3690 | ojt@dc.gov | does.dc.gov

The Department of Employment Services is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities

