



ON THE JOB TRAINING



MASSHIRE

**CAPE AND ISLANDS
CAREER CENTER**

On-The-Job (OJT) Training

Earn While You Learn Model

- Hands on training that the employer designs
- A payment to offset training costs
- An opportunity to train employees and provide knowledge or skills essential to the full and adequate performance of a job
- An investment in the company

Employer Value Added

- **Cost Reduction :Wages, Advertising, Recruiting**
- **Applicant Assessment and Filter**
- **Time Saver**
- **Training Template for Future Hires**
- **Connection to Career Center Services and Supports**
- **Connection to State-Wide Employer Network**
- **Return on Investment**

How Does it Work?

- Qualified (eligible) applicants are matched with approved job openings with eligible employers.
- A training plan is developed that meets the needs of the employer and participant
- A contract is developed and executed
- Your company will be reimbursed a percentage of the costs associated with training new employees for the agreed upon training period.

On-The-Job Training (OJT) Process

Step 1: Meet with the Employer

- € Employer Eligibility Checklist (EEC) /DUA Compliance and Certificate of Good Standing

Step 2: DRAFT of the OJT Training Plan

Step 3: Identify OJT Participant(s)

Step 4: OJT Pre-Contract and Skills Gap

- € OJT Pre-Contract Skills Gap Form

Step 5: OJT Contract and OJT Training Plan Design

- € Draft OJT Contract and Training Plan

Step 6: OJT Contract Start-Up

- € Final Contract and Training Plan and Justification Form

Step 7: Invoicing (payroll) and Progress Reports

- € Invoice with backup Documentation and Progress Report

Step 8: Monitoring

- € Monitoring Form

Step 9: Follow Up

Step One – Employer Eligibility

ATTACHMENT D

Employer OJT Eligibility Determination	
WIA OJT Eligible	<input type="checkbox"/> Yes <input type="checkbox"/> No
JD NEG Project Eligible	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Project Eligible	<input type="checkbox"/> Yes <input type="checkbox"/> No
Checklist Completion Date: _____	

Massachusetts On-the-Job Training (OJT) OJT Employer Eligibility Checklist

Section 1: Employer Information

Employer's Legal Business Name: _____		
Alternative Business Name(s) (including DBAs): DBAs, parent company names, etc. If none, mark "N/A"		
MOSES Employer ID: Employer ID in MOSES (not Training Provider Number)	FED ¹ : Provided by the employer	
DUA No. ² : _____	DUNS No. ³ : _____	
Business Address: Primary address of the company (this may be different than OJT site)		
City: _____	State: _____	ZIP: _____
OJT Site Address (If different than above): If it is not different than Business Address, mark "Same"		
City: _____	State: _____	ZIP: _____
Employer OJT Contact Person: Primary person involved with developing the OJT	Title: _____	
Contact Telephone Number: _____	E-mail: _____	Fax: _____
Type of Business*: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation This box should be completed, even for non-OJT/NEG Project OJT's (for data gathering purposes)		
Short Description of Business: short statement on the nature of the business (e.g. "pharmaceutical market research firm")		
Employer NAICS Code ⁴ : Code can be found in MOSES in Employer Services screen ("General Info" tab)	# of Employees on OJT Site: "Site" refers to entire facility where OJT is taking place. For those businesses with several building clustered together (i.e. "campus" style setting), include all employees in all buildings. For businesses with sites in entirely different locations (i.e. different cities/states), include those employees at the location where the OJT is taking place	Years in Existence: Number of years the business as a whole has been in business.

¹ Federal Employer Identification Number (FEIN)
² Department of Unemployment Assistance (DUA)

³ Dun & Bradstreet (D&B) provides a "data universal number system" (DUNS) which is a unique nine-digit identification number for each business. The federal government requires organizations to provide a DUNS number as part of their grant applications and proposals. It is not required for OJT in Massachusetts.
⁴ North American Classification System (NAICS)

Certificate of Good Standing , DUA and WTF Employer Check

- **Certificate of Good Standing**
-
- Ask the Employer to obtain a Certificate of Good Standing from the Massachusetts Department of Revenue (MDOR). If the Employer is having difficulty obtaining a certificate or is not in good standing, please contact Jason Albert at DCS who can reach out to MDOR for assistance.
- Go to www.mass.gov/dor and click on "business services" and then click on "Click here to request a Certificate of Good Standing".
- Or go directly to:
<http://www.mass.gov/dor/businesses/programs-and-services/online-services-for-business.html>
-
-
- **Good Standing with Department of Unemployment Assistance**
-
- All prospective OJT employers need to be in good standing with the Massachusetts Department of Unemployment Assistance (DUA) in order to execute an OJT Contract. There are three programs within unemployment assistance with which the Employer must be compliant. These programs are: (1) Unemployment Insurance (UI), (2) Universal Health Insurance (UHI), and (3) Fair Share. Checking the Employer's status in all of these programs must be completed prior to submitting the Employer Eligibility Checklist.
-
- **Steps to checking Unemployment Assistance status:**
-
- Email Jason Albert (jialbert@detma.org) with a request to check the Employer's status with unemployment assistance. The email must be in the following format:
-
- Dear Jason,
-
- Please check the unemployment assistance status of the following company:
-
- Company FEIN DUA Number
- Street
- City, State, ZIP
-
- Thank you,
- [Your name]
-
- Jason will then contact DUA with a request to check the Employer's status with UI, UHI, and Fair Share.
-
- When Jason receives a response from DUA, he will forward the response to the entire OJT/NEG Project Distribution List. Requests made by 3pm will typically have a response within 48 business hours. The response will indicate whether the Employer is "compliant", or "out of compliance" with the designated program (no information about the nature of the non-compliance will be shared).
-
- If the Employer IS in compliance with all three programs (UI, UHI, and Fair Share), print Jason's email and file for your records. Indicate that the Employer is in good standing with DUA on the Employer Eligibility Checklist.
-
- If the Employer IS NOT in compliance, contact the Employer and inform them of their status

Step 2: DRAFT of OJT Training Plan

- Training Plan

- ✓ Utilized for OJT Matching process
- ✓ Identify potential OJT candidates skill gaps

- Connection to OJT Contract & Monthly Progress Report

- ✓ Training Plan is embedded into the OJT Contract and Monthly Progress Report

Step 2: DRAFT of OJT Training Plan

- Employers Job Description
- O'NET Narrative Content

O*NET

<http://www.onetonline.org/>

- ✓ Specific Vocational Preparation (SVP)
- ✓ Job Zones
- ✓ Wages
- ✓ Labor Market



Build your future with O*NET OnLine.

Welcome to your tool for career exploration and job analysis!

O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!

[What is O*NET?](#)

What's New?

New data in O*NET websites

[Learn More](#)


Get O*NET news by [email](#) or [RSS](#).

I want to be a...

Start the career you've dreamed about, or find one you never imagined.

[Find It Now](#)

at My Next Move



Occupation Search

[➔](#)



Find Occupations

Browse groups of similar occupations to explore careers. Choose from industry, field of work, science area, and more.

[➔](#)



Advanced Search

Focus on occupations that use a specific tool or software. Explore occupations that need your skills.

[➔](#)



Crosswalks

Connect to a wealth of O*NET data. Enter a code or title from another classification to find the related O*NET-SOC occupation.

[➔](#)

ATTN: VETERANS

Put your military skills and experience to work in civilian life. Learn how at:



[Get Started](#)

The **Green Economy** is changing tasks, skills, and jobs across the country.

[Learn More](#) [Search](#)

¿Habla español?


Mi Próximo Paso incluye tareas, aptitudes, información sobre salarios y más de 900 carreras diferentes.



MI PRÓXIMO PASO

[Visite](#)

O-Net



O*NET OnLine
A proud partner of the American Job Center network

Occupation Quick Search:











[Help](#)
[Find Occupations](#)
[Advanced Search](#)
[Crosswalks](#)
[Share](#)
[O*NET Sites](#)

Quick Search for: Human Resource Assistant

Occupations matching "Human Resource Assistant"

The search results are listed in a rank order that is calculated on the [relevance](#) of the occupational title, alternate titles, description, tasks, and detailed work activities associated with the keyword you entered.

Select the **Relevance Score** to view the specific items matched by your search within the occupation.

Relevance Score	Code	Occupation
100	13-1071.00	Human Resources Specialists  Bright Outlook
80	11-3121.00	Human Resources Managers
77	21-1093.00	Social and Human Service Assistants 
75	43-4161.00	Human Resources Assistants, Except Payroll and Timekeeping
65	17-2112.01	Human Factors Engineers and Ergonomists 
59	19-3032.00	Industrial-Organizational Psychologists 
54	11-9121.02	Water Resource Specialists  Green
52	21-1094.00	Community Health Workers 
47	21-1091.00	Health Educators
44	11-9033.00	Education Administrators, Postsecondary
42	25-1192.00	Home Economics Teachers, Postsecondary
42	15-2041.00	Statisticians 
42	43-3051.00	Payroll and Timekeeping Clerks
40	43-6011.00	Executive Secretaries and Executive Administrative Assistants 
39	11-9199.02	Compliance Managers  
39	19-2041.00	Environmental Scientists and Specialists, Including Health 
39	43-4111.00	Interviewers, Except Eligibility and Loan
39	19-3011.01	Environmental Economists  
37	13-1151.00	Training and Development Specialists 

O-Net



O*NET OnLine

A proud partner of the [americanjobcenter](#)® network

Occupation Quick Search:

[Help](#)[Find Occupations](#)[Advanced Search](#)[Crosswalks](#)[Share](#)[O*NET Sites](#)

Summary Report for:

43-4161.00 - Human Resources Assistants, Except Payroll and Timekeeping

[Updated 2010](#)

Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

Sample of reported job titles: Human Resources Assistant (HR Assistant), Human Resources Specialist (HR Specialist), Personnel Assistant, Administrative Assistant, Human Resources Coordinator (HR Coordinator), Human Resources Technician (HR Technician), Human Resources Associate (HR Associate), Human Resources Administrative Assistant, Human Resources Consultant (HR Consultant), Human Resources Representative (HR Representative)

View report:

Summary

[Details](#)

[Custom](#)

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Credentials](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

Tasks

- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.
- Gather personnel records from other departments or employees.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information.
- Compile and prepare reports and documents pertaining to personnel activities.
- Request information from law enforcement officials, previous employers, and other references to determine applicants' employment acceptability.
- Process and review employment applications to evaluate qualifications or eligibility of applicants.
- Arrange for advertising or posting of job vacancies, and notify eligible workers of position availability.

[back to top](#)

Training Plan Example

Tasks	Competency Based Skills	Est. Hours	Instructional Method	Evaluation Method
Provides administrative support to Vice President of Human Resources and HR staff members.	Provides timely and accurate administrative support to HR department, includes files for Vice President; drafts letters, policies; develops spreadsheets; designs presentations and flyers; department supplies.	50	V=Verbal/Written Instruction S=Shadowing W=Supervised Direct Work A= Assigned Readings	D= Observable Demonstration P= Product Review Q= Meets Performance Quota/Standard
Administers pre-employment process for new employee orientation to ensure all pre-employment paperwork requirements are completed.	Processes appropriate paperwork as outlined in pre-employment chart for new hire orientation. Maintains HR department files including employee records, CORI results, I-9 information, applicant tracking, updating In-Service tracker, etc., in a timely and accurate manner	100	V=Verbal/Written Instruction S=Shadowing W=Supervised Direct Work A= Assigned Readings	D= Observable Demonstration P= Product Review Q= Meets Performance Quota/Standard
Maintains Employee files	Updates and distributes Employee Information Guide and Manager's Guide, as directed by Vice President of HR.	50	V=Verbal/Written Instruction S=Shadowing W=Supervised Direct Work A= Assigned Readings	D= Observable Demonstration P= Product Review Q= Meets Performance Quota/Standard

Step 3 - Identify Eligible OJT Participant(s)

- Referral Options and Eligibility

The participant must meet eligibility criteria for the opportunity. The DRAFT OJT training plan will guide the match process based on competencies outlined for the OJT position.

- Internal and Reverse Referrals

- ✓ Career Center Staff identifies candidates, pre-screens and conducts assessments
- ✓ Employer identifies candidates, submits information to Career Center Staff to determine candidate's eligibility

Interview Process

- Employer Interview Selection Process
 - ✓ Forward ONLY eligible candidates
 - ✓ Prepare candidates for interview
 - ✓ Candidates complete applications forms and/or assessments usually required by employer

Steps 4&5: OJT Contract and Final Training Plan Design

Finalizing the OJT Training Plan with the Employer

- ✓ DRAFT OJT Contract with outline of final OJT Training Plan embedded in contract is submitted to Employer for Review.
- ✓ SPoC approves and authorizes preparation of OJT Contract

Sample OJT Contract

Massachusetts On-the-Job Training (OJT) OJT Contract							
Trainee Name: _____							
<table border="1"> <tr> <td>OJT Contract Number: _____</td> </tr> <tr> <td>Contract Period: _____</td> </tr> <tr> <td>Contract Date: _____</td> </tr> <tr> <td>Contract Amount: _____</td> </tr> <tr> <td> Funding Source: <input type="checkbox"/> AD NEG <input type="checkbox"/> RRR <input type="checkbox"/> Other: _____ <input type="checkbox"/> WIA DW <input type="checkbox"/> WIA Adult <input type="checkbox"/> DWT NEG </td> </tr> </table>			OJT Contract Number: _____	Contract Period: _____	Contract Date: _____	Contract Amount: _____	Funding Source: <input type="checkbox"/> AD NEG <input type="checkbox"/> RRR <input type="checkbox"/> Other: _____ <input type="checkbox"/> WIA DW <input type="checkbox"/> WIA Adult <input type="checkbox"/> DWT NEG
OJT Contract Number: _____							
Contract Period: _____							
Contract Date: _____							
Contract Amount: _____							
Funding Source: <input type="checkbox"/> AD NEG <input type="checkbox"/> RRR <input type="checkbox"/> Other: _____ <input type="checkbox"/> WIA DW <input type="checkbox"/> WIA Adult <input type="checkbox"/> DWT NEG							
SECTION 1: GENERAL INFORMATION							
PRIMARY OPERATOR/FISCAL AGENT							
Primary Operator/Fiscal Agent: Regional Employment Board of Hampden County, Inc.	Contact Person: Melissa Scibelli	E-mail: mscibelli@rebhc.org					
Address: 1441 Main Street, Springfield, MA 01103	Telephone: 413-755-1360	Fax: 413-755-1364					
CAREER CENTER							
Career Center Name: _____	OJT Contact Person/SPoC*: _____	E-mail: _____					
Address: _____	Telephone: _____	Fax: _____					
EMPLOYER/BUSINESS							
Employer's Legal Business Name: _____							
Alternative Business Name(s) (including DBAs): _____							
Employer ID ¹ : _____	Training Provider ID ² : _____	FEIN ³ : _____					
DUA No. ⁴ : _____	DUNS No. ⁵ : _____						
Business Address: _____							
OJT facility location (If different than above): _____							
Employer OJT Contact Person: _____	Title: _____						
Contact Telephone: _____	E-mail: _____	Fax: _____					
Type of Business*: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> not-for-profit <input type="checkbox"/> sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation							
Business Description/Main Product: _____							
Employer NAICS Code ⁶ : _____	# of Employees on OJT Site: _____	# Years in business: _____					
Workers' compensation company: _____	Workers' compensation account #: _____	Workers' compensation effective dates: _____					
Does the company have any of the following (if so, please attach copies to this contract): _____							

¹ MOSES Employer Identification
² MOSES Training Provider Identification

Sample OJT Contract

SECTION 2: ON-THE-JOB TRAINING PROGRAM			
TRAINEE INFORMATION			
Trainee Name: <input style="width: 150px;" type="text"/>		MOSES ID#: <input style="width: 50px;" type="text"/>	Telephone: <input style="width: 80px;" type="text"/>
Statement of need for On-the-Job Training: <input style="width: 200px;" type="text"/>			
How will the On-the-job training benefit the Trainee?: <input style="width: 150px;" type="text"/>			
OJT POSITION INFORMATION			
OJT Job Title: <input style="width: 150px;" type="text"/>			
OJT Job Description: <input style="width: 200px;" type="text"/>			
OJT Beginning Date: <input style="width: 80px;" type="text"/>		OJT End Date: <input style="width: 80px;" type="text"/>	
OJT Work Schedule (days/times): <input style="width: 80px;" type="text"/>		Hours/week: <input style="width: 50px;" type="text"/>	
O*NET SOC #: <input style="width: 60px;" type="text"/>	O*NET Job Zone: <input style="width: 60px;" type="text"/>	SVP Level ⁶ : <input style="width: 60px;" type="text"/>	
Labor Market Outlook: <input style="width: 100px;" type="text"/>			
OJT Funding Source: <input style="width: 100px;" type="text"/>			
Hourly Wage Rate: \$ <input style="width: 40px;" type="text"/>	Reimbursement Rate: <input style="width: 40px;" type="text"/> %	Total Training Hours: <input style="width: 40px;" type="text"/> (1040 hours maximum)	Max Reimbursement: \$ <input style="width: 40px;" type="text"/>
Trainee Pay Schedule: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (Specify): <input style="width: 50px;" type="text"/>			
Pay Day: <input style="width: 60px;" type="text"/>		Period Pay Covers: <input style="width: 60px;" type="text"/>	
Training Supervisor: <input style="width: 60px;" type="text"/>		E-mail: <input style="width: 60px;" type="text"/>	Phone: <input style="width: 60px;" type="text"/>
EMPLOYEE BENEFITS			
Benefit Provided	Type of Benefit	% Covered by Employer	When Available to Employee
<input checked="" type="checkbox"/>	Medical Insurance		
<input type="checkbox"/>	Life Insurance		
<input type="checkbox"/>	Paid Holidays		
<input type="checkbox"/>	Sick Pay		
<input type="checkbox"/>	Paid Vacation		
<input type="checkbox"/>	Retirement Benefits		
<input type="checkbox"/>	Other (specify): <input style="width: 50px;" type="text"/>		

Sample OJT Contract

TRAINING OUTLINE

OJT Training Phase One = 1st half of OJT

OJT Training Phase Two = 2nd half of OJT

OJT Training Phases should be equal in length



OJT TRAINING PLAN OUTLINE				
PHASE ONE DATES: <input type="text"/>		PHASE TWO DATES: <input type="text"/>		
SKILLS TO BE LEARNED (skills may be learned concurrently)	PHASE NO. (Phase I or Phase II)	INSTRUCTION METHOD (e.g. instruction, shadowing, practice, reading manuals, etc.)	ESTIMATED TRAINING HOURS	PROGRESS EVALUATION METHOD OD = Observable Demonstration PR = Product Review Q = Meets Performance Quota
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Add additional rows/sheets as necessary
- Attach full OJT Training Plan to this OJT Contract

Sample OJT Contract

- **SPoC Prepares OJT Contract for Employer Signature.**
- ✓ Employer executes TWO ORIGINAL Contracts.

OJT Contract Review and Approval Process

- ☐ 1 – Original executed copy will stay with SPoC
- ☐ 1 – original executed copy will be mailed to the Employer

Step 6 & 7: OJT Contract Start-Up/Invoicing/Progress Reports

At time of contract signing or prior to; the SPOC reviews the following with employer:

- ☐ Invoicing Process
- ☐ Monthly Progress Report
- ☐ Local Monitoring

Invoice and Progress Report

Invoice – Monthly Process

1. The Employer submits Invoice with backup documentation to SPOC with the OJT Monthly Progress Report.
2. The SPoC verifies for accuracy and gets official signature.
3. The SPoC will process payment directly to the employer within 30-days of receipt of the invoice.

Step 8: On Site Visit

- A minimum One on-site visit, will be conducted during the term of the OJT
- Compliance with the training plan and other contractual stipulations.
- Discussions with both the employer and trainee to determine the trainee's progress and to identify issues in need of resolution.

Step 9: Follow Up

- Contract Modifications
- Surveying the Customer and the Employer
- New Business Needs

Contact Information

Cathie LeBlanc

Staffing Executive

MASSHIRE – Cape and Islands Career Center

372 North Street

Hyannis, MA 02601

508.862.6128

508.862.6101 (fax)

cleblanc@masshire-capeandislands.com