



## Frequently Asked Questions for On the Job Training (OJT) Program:

Q: Do I get to hire who I choose?

A: **Yes, as the employer, you maintain control of who you hire.**

Q: Does utilizing this program delay my hiring process?

A: **No, with adequate communication, this program will not delay your hiring process.**

Q: How does the reimbursement process work?

A: **You may choose to be reimbursed on monthly basis to simplify reimbursements.**

Q: Is there a maximum number of OJT candidates an employer can have at one time?

A: **No, there is no maximum as long as there has been no reduction of workforce in the previous 120 days and OJT candidates are retained as permanent employees.**

Q: Is there a maximum reimbursement amount?

A: **Yes, the maximum reimbursement is 50% of \$24.40 per hour or \$12.20.**

Q: What are my obligations?

A: **You will need to share your employees' payroll documentation on a monthly basis to receive your reimbursement, communicate with your designated Workforce Representative, and we would appreciate your feedback on how we can improve your next experience with us.**

Q: What is the maximum amount of time an employee can participate in an OJT?

A: **The maximum duration for an OJT is 6 months.**