

do you need additional  
**on-the-job** training  
to obtain  
**employment?**

You may qualify for  
On-the-Job-Training  
(OJT) placement and  
learn new skills for  
your employment  
and career!



## OJT Information

Obtain a full-time position with an employer and Workforce Services will reimburse the company up to 50% of your wages for up to 26 weeks while you are in training. The position must be:

- Full-time
- Permanent
- Pay at least minimum wage or higher (we cannot reimburse commission, piece rate or overtime pay)
- The same pay and benefits of employees in the same job position

## Training Services

## Requirements

- Apply and be eligible, or already enrolled in a Workforce Services Training Services program
- Work with an employment counselor who will help you be job ready and connect you to an employer
- Fill out the required documents needed with your employment counselor before starting the job
- Turn in copies of your pay statements (or check stubs) at least once a month to your employment counselor
- Be professional and dress appropriately
- Be on time and treat customers, coworkers and management with respect



**WORKFORCE  
SERVICES**  
WORKFORCE DEVELOPMENT

DWS 07-131-0319

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.