



WIOA Adult and Dislocated Worker On-the-Job Training (OJT) Checklist for Employers

Orientation

Meet with WIOA provider business service representative (BSR)
Conduct pre-award assessment (is the business eligible?) <i>**Only necessary if the business does not have a current pre-award assessment on file with Workforce Connections (done while meeting with the WIOA BSR)</i>
Gather information on job opening(s) <i>(Job description can be shared, but required skills need to be discussed)</i>
Discuss training opportunities and program <i>(Learn about maximum training timelines and share your plan to train potential OJT employees)</i>
Provide copy of WC OJT policy

Contract

Master agreement drafted, reviewed and executed by employer & WIOA provider

Candidate Selection – Employer Referral to WIOA Provider

Use employer designated referral form to initiate candidate contact and review
WIOA provider will contact client and determine eligibility within 5 business days
WIOA provider will communicate issues with eligibility and/or suitability with BSR & employer, if applicable

- OR -

Candidate Selection – WIOA Provider Referral to Employer

WIOA BSR will provide resumes (or other designated tool) for employer review
Employer will notify BSR of hiring decision

Negotiation

WIOA provider will evaluate the skills gap for the opening and jointly draft a training plan with employer feedback
WIOA provider and employer will review and execute the training plan <i>(the executed training plan is an addendum to the contract and enables OJT trainee to begin employment)</i>

OJT in Action

WIOA BSR will prepare and deliver a post-hire OJT packet for employer - Invoice template, required attachments and deadlines - Final evaluation (due last day of training)
Employer to invoice WIOA provider not less than monthly
Maintain communication – notify provider of issues and provide requested updates (WIOA BSR may conduct site visits)
Facilitate employment verification for approximately one year following training