

On the Job Training



On-the-job training (OJT) is the process of acquiring new skills, knowledge, and competencies while actively performing job-related tasks and responsibilities. It involves practical, hands-on learning within the actual work environment, allowing employees to gain experience and proficiency through real-time experiences and guidance from more experienced colleagues or supervisors. The Division of Employment and Training (DET) has funds to help employers by providing 50% wage reimbursement during the training period, minimum of 4 weeks to 26 weeks.

Who is Eligible?

- Businesses (for profit and non-profits, government agencies) physically located in Delaware.
- Hiring for a full-time position (minimum 35 hours per week).
- Starting wage for an OJT position is minimum of \$18.00 per hour up to maximum of \$25 per hour (jobs adding commission or tips to a below minimum wage base salary are excluded).
- New hire will be retained beyond completion of the OJT Training and the training will take place during normal shift hours.
- One position per five full-time employees and current employees cannot be displaced by the new hire.
- Businesses must comply with state and federal labor laws. If there is a union, there must be union concurrence.
- Businesses must pay into Unemployment Insurance.

How to Apply?

Go to <https://tinyurl.com/OJTDE> to complete the interest form and a member of the OJT Program Team will contact you to discuss details of the program, your hiring needs, and next step. We look forward to working with you!

Learn more:



What Happens Next?

Our staff will call and pre-interview candidates to verify that they meet the OJT eligibility criteria and are interested in the position. We will send the qualified resumes to you so you can select candidates and conduct interviews. Once you have selected the person you want to hire, we will work closely with you to develop the training plan and details for the contract prior to the person being hired. The contract must be signed before or on the actual start date of your new employee. If there are any changes in the contract during the training period, we must know before the change takes place so we can modify the contract. We will work with you on invoicing so that you will be reimbursed quickly. You will be reimbursed as specified on the contract based on actual wages paid. We will pay for straight time hours (no holidays, vacation, or sick pay; only hours worked).

Are you Happy?

We will periodically check-in with you and your new employee during the OJT Training Period to see how successful your new employee is and if they are meeting your expectations. We are available to address any issues and answer any questions that may arise before a problem escalates. Our goal is to see that the contract is successfully completed, and you are ultimately happy with the program!

DelawareJobLink
Your new career starts here.

The On-the-Job Training (OJT) Program is supported by funds totaling \$1,000,000 from the U.S Federal American Rescue Plan Act (ARPA) given to the State of DE. It may also be supported in part by Workforce Innovation and Opportunity Act (WIOA) funding. WIOA Dislocated Worker and Adult programs are federally supported 100% by the U.S. Department of Labor as part of an award totaling \$4,770,241 with 0% financed from non-governmental sources.