

## Questions and answers

**Q:** How long does On-the-Job Training last?

**A:** The average length of an OJT is six months. Training length is based on the vocational preparation needed for the career and the current skill sets of the OJT employee.

**Q:** How much do I get paid?

**A:** Pay is determined by the type of job and current regional labor market. Pay rates are the same as for non-OJT employees.

**Q:** What kinds of positions are eligible?

**A:** Full-time occupations with growth potential that result in permanent employment. For example: office manager, bookkeeper, machinist, and mechanic, to mention a few.

**Q:** What employer can provide me OJT?

**A:** An Alaskan employer in good standing with the State of Alaska who has a job opening for a skilled worker and hasn't recently relocated to the area.



## How do I get started?

To inquire about OJT opportunities, please contact your local Alaska Job Center in-person, online from [jobs.alaska.gov](http://jobs.alaska.gov), or by telephone at (877) 724-2539.

## OJT employee comments

I have been training in the lab recently and all is going great. There isn't a day goes by that I don't learn something new and exciting.

Keith Blaha  
OJT veterinary technician

Everything is going great I have already got a raise and I'm still in love with my job. I love going to work every day.

Ashly Yunker  
OJT dog groomer

This program has just been amazing because I get to learn every single part of the meat cutting business itself and know exactly what I'm supposed to do in each area and I couldn't do that anywhere else without this program.

Patrick Thompson  
OJT meat cutter

Funding for OJT is dependent on funds availability and may come from the Workforce Investment Act (WIA), National Emergency Grant (NEG), State Training & Employment Program (STEP), and/or Trade Adjustment Assistance (TAA).

# On-the-Job Training



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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## Earn as you learn

# Guidance for EMPLOYEES

## What is On-the-Job Training (OJT)?

On-the-Job Training is an excellent opportunity for both employers and job seekers. With OJT, you, the trainee, will participate in hands-on training in an earn-while-you-learn work setting.

This specialized training allows you to develop skills and gain experience to enable advancement in your current career or perform a job in your desired industry.



## Benefits of OJT

OJT benefits the employer, the employee, and the community. For you, the employee, it provides:

- Immediate income and benefits as an employee versus trainee
- Valuable skills learned in a practical setting
- Permanent employment almost certain after training
- A relationship with a Career Development Specialist to assist with any training- or work-related problems

## Common OJT methods

**Demonstration/instruction** – showing the trainee how to do the job. (A billing clerk may be shown how to enter data into a specific computer system.)

**Coaching** – a more intensive method of training that involves a close working relationship between an experienced employee and the trainee. (An automotive service technician may be assigned to a mechanic in order to learn more timely and efficiently.)

**Job rotation** – the trainee is given several jobs in succession to gain experience of a wide range of activities. (An administrative assistant may spend time as a receptionist, on the company switchboard, and in a data entry position as a part of their training.)

## What are the program requirements?

On-the-Job Training is an agreement made between an employer, an employee and the Alaska Department of Labor and Workforce Development. The employee/trainee agrees to:

- Follow your training plan to the best of your ability
- Make satisfactory progress in all parts of your training plan
- Care and maintain any tools or supplies provided to you

