



# On-the-Job Training

A rewarding investment  
in your workforce



**STATE OF WISCONSIN**  
**DWD**  
Department of Workforce Development  
Vocational Rehabilitation

## What is on-the-job training?

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On-the-job training (OJT) is an individualized training program conducted at the actual work site where a job applicant receives specific training required to secure employment. 50% of the salary and fringe expenses of a DVR candidate hired by your company will be covered by DVR for up to 90 days.

## It's easy to expand your workforce with DVR OJT

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1. Hire a DVR candidate who is qualified for the job you wish to fill.
2. Place the new employee on your payroll and process their employment as you would with any new employee.
3. Complete the one-page OJT agreement.
4. Provide the new employee with the same on-the-job orientation and training available to other new employees.
5. Receive payment from DVR for 50% of all salary and fringe expenses for up to 90 days.





## Employer benefits of OJT

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- Pre-screened, qualified applicants.
- No-cost recruiting.
- Opportunity to train a new employee on the job at a 50% reduced cost to your business.
- Tax credit opportunities for hiring an individual with a disability.
- A more diversified workforce.
- Ongoing support to ensure successful job retention – DVR is here after the hire!
- No-cost DVR consultation and technical assistance on disability-related issues, including reasonable accommodations.

**Get started today! Call DVR at 800-442-3477.**

## Add a qualified individual with a disability to your workforce

Through DVR OJT,  
you can have a  
positive impact on  
your company's  
workforce and  
bottom line – at  
the same time!



### Division of Vocational Rehabilitation

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<http://dwd.wisconsin.gov/dvr>

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