

262.695.7880 | WI Relay 7-1-1 contact@forwardcareers.org www.forwardcareers.org



NEED A SKILLED WORKFORCE?

Jobs today rarely stay the same. The tools or systems used often change, and adapting to new equipment, a machine, software, process, etc. continues to evolve. For employees and employers, on-the-job training is one of the best ways to deliver targeted training. Through the **On-the-Job Training (OJT)** program, employers can **save an average of \$3,500 for each new hire** that lacks the skills required for the job.

THREE STEP PROCESS



REFER CANDIDATES

The Forward Careers team can refer eligible OJT clients to employers. Also, employers can refer any candidate **before a job offer is extended** to Forward Careers staff for an eligibility screening.



TRAINING PLAN

The Forward Careers team will assist employers develop a training plan that reflects required skills and identifies the candidate's skills gap.



SIGN CONTRACT

The Forward Careers team will develop a contract and will review it with the employer and candidate.

POSITION REQUIREMENTS

- Permanent/Regular (not seasonal or temp)
- Full-time (minimum of 32 hours per week)
- Pay a minimum of \$12.00 per hour or \$10.00 per hour for youth

CANDIDATE REQUIREMENTS

- Eligible to work in the U.S.
- Currently unemployed or underemployed
- Lacks previous work experience or skills in that position or industry

CONTACT US

E: businessservices@forwardcareers.org / **ONLINE:** https://www.forwardcareers.org/business-inquiry

P: 262-695-7880 or WI Relay 7-1-1

Forward Careers, Inc. is an Equal Opportunity Employer & Service Provider. If you need this information or printed material in an alternate format, or in different language, please contact us at 262.695.7880. If you are deaf, hard of hearing, or speech impaired, please contact us at contact@forwardcareers.org or through Wisconsin Relay Service at 7-1-1. This project is 100% or partially funded by the Department of Labor (DOL) Employment & Training Workforce Innovation & Opportunity Act, US Department of Treasury; American Rescue Plan Act (ARPA)/Coronavirus State Fiscal Recovery Funds: Worker Advancement Initiative, DOL REO Pathway Home 2, Women & Girls Fund of Waukesha County, and/or United Way of Washington County.



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