



Contact Us

Wichita Falls

4309 Old Jacksboro Highway
Wichita Falls, TX 76302
Phone: 940.322.1801
Toll Free: 800.333.8209

Bowie

800 Highway 59 North, Suite A
Bowie, TX 76230
Phone: 940.872.2424
Toll Free: 877.972.2424

Graham

924 Cherry Street
Graham, TX 76450
Phone: 940.549.6363
Toll Free: 866.549.6363

Vernon

1700 Wilbarger Street #B7
Vernon, TX 76385
Phone: 940.552.5211
Toll Free: 800.888.5079

www.ntxworksolutions.org

Serving the employment and training needs for Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger, and Young counties of North Texas.

Workforce Solutions North Texas is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: (800)735-2989 (TDD) or (800)735-2988(Voice) or 711

This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.

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ON-THE-JOB TRAINING

★ ★ ★ ★ ★
WORKFORCE SOLUTIONS
NORTH TEXAS

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PROGRAM OVERVIEW

Through the On-the-Job Training (OJT) Program, your business can tailor training for individuals to align with your specific needs at a lower cost. Our initiative supports those who may have experience in different fields or possess training without hands-on work experience, providing your company with a 50% reimbursement for hiring them and assisting them in starting their on-the-job journey.

These trainees are usually skilled workers looking to realign their abilities to fit a new industry, or they may have industry-specific training but require assistance in landing their first job.

By participating in this program, your business gains a new employee, while we help mitigate the costs of onboarding an inexperienced worker through wage reimbursement for a set number of weeks.



EMPLOYER EXPECTATIONS

- Open communication between Workforce Solutions staff and worksite supervisor(s) during training reimbursement period.
- As your employee, the onboarding process and employee conduct standards are the same as for any other employee.
- Oversee trainees while they are on-site, including tracking their performance.
- Confirm timesheets and reimbursement invoice to ensure we compensate only for the hours worked.

The supervisor or trainer should offer training and experiences that enhance the trainee's skills, foster strong work ethics, and promote a sense of responsibility within the workplace.

By being a supportive mentor and a positive role model, the trainer can motivate the trainee to excel in this training opportunity, significantly impacting the program's success, the trainee's development, the community, and our future workforce.

Best Practices

- Clearly define expectations and consistently hold trainees to those standards.
- Help trainees understand their role within the organization.
- Provide trainees feedback on their performance through regular evaluations.

*It is never too late to be what you might have been.
- George Eliot*

BENEFITS OF PARTICIPATION

- ✓ 50% reimbursement of wages
- ✓ Train employees your way
- ✓ Simple process, minimal paperwork

