

**OhioMeansJobs Seneca County OJT Checklist** OJT#

**Information Items:**

1. Business Name, Address and Contact Information (a business card may be attached)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. How long have you been in business in Seneca County ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the business being sold or merging with another company?  Yes  No

3. What is your chief product or service? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. How many full-time employees do you have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many new hires do you anticipate making in the next two (2) years? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What job titles/job descriptions will need to be filled? (attach job descriptions if available)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Do you use a “temporary” or staffing agency?  Yes  No

If so, which one? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Will all jobs transition to regular employment

with your firm prior to the end of the OJT training period? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. What are your turnover patterns and causes and could we do anything to help lower turnover?

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7. What skills will your current workers and new hires acquire to be fully productive over the next

few years?

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1. Are jobs expected to last a year or more in the normal course of business?  Yes  No

9. Which fringe benefits are provided to regular employees? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When are these benefits made available? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Do any jobs pay based upon commissions, tips, piece work or incentives?  Yes  No

If so, what entry earnings may be expected for each job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Do you have sufficient equipment, materials and supervisory time and expertise to provide

necessary training?  Yes  No

12. How many hours per week are Trainees expected to work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the expected shift times and days? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. What licenses or entry qualifications do your workers need? (an attached job description may

suffice)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assurances and Compliance Items:**

14. Are any employees on layoff currently?  Yes  No

If so, an OJT may not be written for the same or similar jobs.

15. Do you have a payroll system which records all paychecks and amounts?  Yes  No

Can OhioMeansJobs Seneca County verify wage payments quickly onsite?  Yes  No

Verification Method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. What is your Workers’ Compensation carrier (or an equivalent system)?

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Are all employees covered?  Yes  No

17. Are there any outstanding wage and hour, health and safety, or discrimination complaints or

adverse decisions?  Yes  No

18. Has your company relocated from another area in the U.S. within the last 120 days, leaving any

workers behind?  Yes  No

If yes, OJT’s may not be written.

1. What % of previous OhioMeansJobs Seneca County Trainees, over the last two (2) years, have completed training and been retained by your firm?       # of OJT’s;       # retained;      % retained. If the retention % is below 75%, what improvements are planned?

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1. Are any of the jobs considered for an OJT “independent contractors” or not employed by your firm or a staffing agency during the entire training period?  Yes  No

I certify that the above information is, to the best of my knowledge, true and correct:

**FOR THE EMPLOYER** **FOR OHIOMEANSJOBS SENECA COUNTY**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: Carol Kern

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: Business Services Consultant