

**OhioMeansJobs Seneca County OJT Checklist** OJT#

**Information Items:**

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

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

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

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

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