



ON-THE-JOB-TRAINING (OJT) EMPLOYER MONITORING

Participant Name: _____ PIN #: _____
 Employer Name: _____ Phone: _____
 Monitor Name: _____ Phone: _____
 Specific Vocational Preparation (SVP) Number: _____

| Part I: Implementation | | Yes | No |
|---------------------------------|---|--------------------|----|
| 1. | Was the customer verified as eligible under the terms of the On-the-Job (OJT) provisions? | | |
| 2. | Is the employer in compliance with the insurance and bonding requirements under the terms of the OJT? | | |
| 3. | Was the OJT agreement reviewed with the employer and pertinent questions answered? | | |
| 4. | Are EEOC Compliance requirements posted and visible? | | |
| 5. | Are Employment Practices Act information posted and visible? | | |
| 6. | Is the employer in compliance with the Maintenance of Effort and Layoffs, Relocating Establishments/Union Agreement terms as indicated in the OJT provisions? | | |
| Monitor Signature: _____ | | Date: _____ | |

| Part II: On Site Monitoring | | Yes | No |
|---------------------------------|---|--------------------|----|
| 1. | Is the customer achieving training objectives as specified in the Employer Training Plan and OJT Agreement? | | |
| 2. | Has the employer completed Timesheets, Evaluations and Performance forms correctly? | | |
| 3. | Is the time/attendance of the client recorded in an appropriate manner and did these records substantiate the amount claimed for reimbursement? | | |
| 4. | Were observable health and safety regulations being adhered to? | | |
| 5. | Is there evidence that the employer is in compliance with the OJT goal of the employer hiring, training and committing to retain? | | |
| 6. | Is there evidence that the employer is in compliance with the payment terms as indicated in the OJT provisions? | | |
| 7. | If needed or requested, has technical assistance been provided? | | |
| 8. | Is the employer in compliance with the Equal Employment Opportunity/Affirmative Action terms as indicated in the OJT provisions? | | |
| 9. | Is the employer in compliance with the Sectarian/Political Activities Prohibited terms as indicated in the OJT provisions? | | |
| 10. | Is the employer in compliance with the Trainee Wages terms as indicated in the OJT provisions? | | |
| 11. | Has the customer performed any duties or received training not listed in the Training Plan? | | |
| Monitor Signature: _____ | | Date: _____ | |

Instructions

Part I: Implementation. This part must be completed immediately after the Workforce Investment & Opportunities Act (WIOA) customer begins training.

Part II: On Site Monitoring. In accordance with the OJT Monitoring requirements, this section must be completed at least once during the term of the agreement.

Part III: Close Out. This section is to be completed after the trainee has finished the OJT.

Part IV: Monitoring Outcome. During the course of monitoring, if any issue or concern is identified, the monitor must document the issue or concern in detail and ensure that corrective action has occurred.

OJT Owner must identify each concern in one of the following manners:

- Findings – Is an identification of a specific policy or procedure with which the Employer has failed to comply as outlined in the OJT Agreement, and is significant enough to require action. Findings are followed by Required Actions to be taken by the Employer. A date will be provided by which action or written response by the Employer is expected.
- Observations – These are defined as areas needing improvement in administrative or training practices. Observations are followed by Recommendations which are suggested steps for the Employer to consider. If the Employer wishes not to respond to observations it could have a negative impact on future OJT Agreements.
- Comments – These may be used to highlight positive aspects of the training program or to identify areas needing improvement in administrative or training practices.

Each OJT Employer should be given feedback at the conclusion of the OJT agreement.