

NCWorks career center

powered by Eastern Carolina WDB



On-the-Job Training

A proud partner of the
AmericanJobCenter[®] network

Thinking about hiring?

Funds are available to help you hire an eligible applicant with up to 50% wage reimbursement during training.

OJT Training is a cost-effective way to staff positions with job-ready, pre-screened applicants.

We provide you with eligible candidates. You do the interviewing and the hiring.

Our staff will carefully match our applicants to your job requirements; however, you are not required to hire any person we refer. You may also refer your applicants for screening by our professional staff. We will let you know if they qualify.

Eligible Applicants May Include:

- Workers displaced due to a plant closing or downsizing
- Young people entering the workforce
- Recent graduates with no hands-on experience
- Veterans and eligible military spouses

Reimbursement rate is up to 50% of employee's wages for up to 6 months.



How do we get started?

- Contact your local NCWorks Career Center
- A standardized pre-award analysis will be completed
- Once the pre-award analysis is completed, we will identify and screen candidates for your open jobs based on your selection criteria

On-the-Job Training Requirements

OJT is a contractual agreement between an employer and training provider. Participants must meet certain guidelines to be eligible for this program.

The employer agrees to hire and provide on-the-job training to a qualified individual. Work must be full-time.

The wage and benefit package must be commensurate with employees serving in similar positions. From day one, they are your employees and subject to your company's policies.

The length of training will be determined by the job description and employee's skill gap. Assistance will be provided in developing a training plan that will best meet your specific needs.

The employer agrees to submit monthly time cards and invoices for reimbursement. Evaluations will be required at the midpoint and end of training.

Some OJT Job Titles

- Machine Operator
- Welder
- Electrical Technician
- Machine Mechanic
- Fabricator
- HVAC Technician
- Tool & Die Maker
- Computer Technician
- Project Manager
- Office Manager
- Accountant
- Construction Manager



SAVE money

- Reimbursements to offset training costs
- Reduce recruitment costs
- Reduce operating costs and increase profits



SAVE time

- NCWorks will assist in recruitment and screening of candidates
- Minimal paperwork



EXPAND your business

- Develop workers with skills and competencies your company needs for growth
- Increase retention and productivity

NCWorks Career Centers & Contacts

Carteret County - NCWorks Career Center
309 Commerce Ave., Morehead City, NC 28557
Phone (252) 726-7151

Craven County - NCWorks Career Center
2836 Neuse Blvd., New Bern, NC 28562
Phone (252) 649-6000

Duplin County - NCWorks Career Center
192 Magnolia Extension, Kenansville, NC 28349
Phone (910) 296-6470

Greene County - NCWorks Career Resource Center
818 Highway 91 North, Snow Hill, NC 28520
Phone (252) 747-3434

Jones County - NCWorks Career Resource Center
509 Highway 58 North, Trenton, NC 28585
Phone (252) 448-5021

Lenoir County - NCWorks Career Center
231 Highway 58 South, Kinston, NC 28502
Phone (252) 527-7320

Onslow County - NCWorks Career Center
461 Western Blvd., Jacksonville, NC 28546
Phone (910) 467-0906

Pamlico County - NCWorks Career Resource Center
5049 Highway 306 South
Room 409, Brinson Building
Tuesday - Friday (252) 249-1851 ext. 3032
Pamlico Community College

Wayne County - NCWorks Career Center
2128 Wayne Memorial Dr., Goldsboro, NC 27534
Phone (919) 988-6870
Wayne County, NC 27534
Phone (919) 731-7930



**1341 S Glenburnie Road
New Bern, NC 28562**

**P (252) 636-6901 F (252) 638-3569
admin@ecwdb.org**

OJTs are funded in whole, or in part, by the U.S. Department of Labor Employment & Training Administration through WIOA. These programs are equal opportunity employer programs, and auxiliary aids and services are available upon request.