

# **Georgia Vocational Rehabilitation Agency**

## **Vocational Rehabilitation Program**

### **On the Job Training**

On the job (OJT) training provides a financial incentive to businesses hiring Vocational Rehabilitation (VR) clients who may need additional time to learn a job. Capable individuals with significant disabilities are sometimes not considered for jobs because of concern over what may be involved in the “up front” portion of bringing them into the company. Employers may be unsure if the risk will pay off. On the job training helps eliminate the feeling of risk.

#### **◆ How does it work?**

A VR employee will contact an employer about a qualified, eligible individual who has expressed an interest in working for the company. If, after completing the interview process, it is decided that the individual has the necessary skills and abilities to benefit from OJT, VR will customize services to meet specific employee and business needs. VR may reimburse up to one half of the agreed upon starting salary for the employee for a time period that is negotiated based on need.

#### **◆ What support services are available?**

A variety of services is available and designed based on the individual client's circumstances. In some cases a VR Assistive Work Technology staff member may visit a business to determine if any special or modified equipment will be needed. Technology consultation may be provided so that any special equipment required by the individual interfaces correctly with current systems. A job analysis may be performed to look at the critical functions of the job. Disability awareness training may also be presented to managers or co-workers to help ensure a smooth transition.

#### **◆ What paperwork is involved?**

To ensure success, an initial agreement will be developed outlining who is responsible for each component involved. After that, all that is required is a monthly feedback form that notes the employee's progress, the hours worked, and any comments or observations the employer may have.