

---

LWIA #26 Service Provider

## On-the-Job Training (OJT) **EMPLOYER INTERVIEW** Guide

*The purpose of the review is to assess the effectiveness of OJT activities generally and general compliance with the terms of the contract. This interview guide is intended to be used primarily with the person supervising the OJT trainee. The primary concern is whether training, pay, and benefits are being provided in keeping with agreement with the employer.*

Date of Review:	Name of Reviewer:
Employer Representative Interviewed:	Position:
How did you become involved with OJT?	
Are you familiar with the contract between your company and _____ (service provider)?	
How were the length of the training period and trainee pay and benefits determined?	
Does the training outline in the OJT contract accurately state the skills to be mastered? Explain.	
Is the trainee making satisfactory progress in learning the new occupation?	
<ul style="list-style-type: none"> <li>• How are you able to measure this?</li> </ul>	
<ul style="list-style-type: none"> <li>• Who is the person most responsible for training this participant?</li> </ul>	
<ul style="list-style-type: none"> <li>• How does the trainee know how well he/she is doing?</li> </ul>	
Do you expect to retain this trainee after the OJT period is completed?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If not, please explain.</li> </ul>	
Do you have any concerns about the trainee, OJT, or anything else?	

---

LWIA #26 Service Provider

## On-the-Job Training (OJT) **TRAINEE INTERVIEW** Guide

*The purpose of the interview is to obtain the trainee's perception of his/her OJT experience. The trainee should be interviewed privately.*

Date of Review:	Name of Reviewer:
Trainee Interviewed:	OJT Training Dates:
<hr style="border: 2px solid black;"/>	
How did you find out about the job here?	
<ul style="list-style-type: none"> <li>What steps did you take before you began on-the-job training?</li> </ul>	
Describe the training you are receiving. What have you learned?	
<ul style="list-style-type: none"> <li><i>(Show trainee the training plan.)</i> Does the training match the training plan approved at the beginning of training?</li> </ul>	
Who is the person most responsible for your training?	
<ul style="list-style-type: none"> <li>What methods does he/she use to teach the necessary skills?</li> </ul>	
How do you know how well you are doing on the job and in training?	
Is your pay and benefits what you expected?	
<ul style="list-style-type: none"> <li>If not, in what way are they different?</li> </ul>	
How is your time on the job recorded?	
Do you have any concerns about the job, working conditions, employer, or anything else?	

---

LWIA #26 Service Provider

**On-the-Job Training (OJT) EMPLOYEE RECORD REVIEW Guide**

*This form is used independent of the normal invoicing. Its purpose is to conduct an independent verification of employer record keeping.*

Date of Review:	Name of Reviewer:
Participant Name:	Participant's Social Security Number:
Position Title:	Date of Hire:
Pay period (i.e. weekly, bi-weekly, semi-monthly, etc.)	
Pay actually paid per pay period (from payroll records)	
Benefits paid per pay period (state amount and type)	
How and by whom are time and attendance records kept?	
On what dates was trainee absent (A) or late (L)?	(A) (L)
Is there adequate documentation of trainee progress?	
If yes, what does this documentation indicate?	

---

Trainee Signature/Date

---

Employer Signature/Date

---

Service Provider Career Planner Signature/Date