



*"VR found us an experienced candidate, and we were able to hire because their OJT process saved us so much on our training costs. It was simple: one form, one signature. Fantastic!"*

– Miguel Gomez, Dynamic Quest, Greensboro

## Let VR and OJT Work for You.

Reduce the time required for recruiting and screening new hires.

Minimize your turnover with applicants who match the needs of your workplace.

Receive compensation for the training you provide our referrals.

Get no-cost consultation and follow-up to make sure employer and employee remain a good fit.

Qualify for one or more tax breaks when you hire a VR-referred applicant.

Retain workers who acquire a disability while employed. We can help!

Albemarle	1-877-699-7579
Asheville	1-877-832-3832
Boone	1-888-521-5054
Burlington	1-800-570-7668
Chapel Hill	1-888-359-3695
Charlotte	1-888-521-5484
Dunn	1-888-877-8745
Durham	1-888-666-4916
Elizabeth City	1-877-699-7576
Fayetteville	1-888-258-1473
Forest City	1-877-282-0760
Gastonia	1-877-282-0757
Goldensboro	1-877-858-8465
Greensboro	1-877-727-4506
Greenville	1-877-858-8461
Henderson	1-800-495-8220
Hickory	1-877-699-7580
Jacksonville	1-877-858-8471
Lexington	1-877-727-4508
Lumberton	1-888-231-8259
Morganton	1-877-472-2729
New Bern	1-877-858-8470
Pinehurst	1-888-445-9218
Raleigh	1-888-479-6095
Rocky Mount	1-877-699-7573
Salisbury	1-866-760-8282
Sylva	1-877-282-0753
Washington	1-877-242-6177
Whiteville	1-877-699-7575
Wilmington	1-877-832-3831
Wilson	1-877-832-3837
Winston-Salem	1-877-699-7578

## North Carolina Division of Vocational Rehabilitation Services



2801 Mail Service Center • Raleigh, NC 27699-2801  
1-800-689-9090 • (919)855-3500 • TTY (919)855-3579  
FAX (919)733-7968 • [www.ncdhhs.gov/dvrs](http://www.ncdhhs.gov/dvrs)



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On-the-Job Training Services for North Carolina Business



## OJT: Simple, Smart, Effective.

**VR's on-the-job training services provide an excellent way for you to add valuable employees – while minimizing some of the costs and the risks of the hiring process.**

With the *usual* hire, you provide the job, the pay, and the needed training to get your new employee up-to-speed.

With luck, you've hired the right person for the job. But if it doesn't work out, you're faced with some tough decisions.

## There May Be A Better Way.

**In many instances, VR can help you increase your chances for a good hire while reducing your training costs.**

First, we provide you with a potential employee who's been carefully screened to match the demands of your workplace.

This can minimize the time you and your staff have to spend on your own screening process.

As with your regular hires, you provide the job, the pay and the training. But here's where we can make a difference:

**VR compensates you for the training you provide our referral and asks that, when the training's complete, you make a reasonable effort to retain them.**

If you have concerns, we'll assist you in addressing them, including providing additional applicant screening to get you the best employee for your needs.

**When you retain our referral, you'll have our no-cost consultation and follow-up to help make sure the relationship remains a good fit.**

## How Does OJT Work?

First, VR will refer to you a potential trainee. If you decide to hire the trainee for the training period, you, the job candidate, and the VR representative develop an on-the-job-training plan. The written agreement specifies —

- **The type of training to be provided**
- **Who will provide the training**
- **The time required for the training**
- **And the employer's compensation.**

You are reimbursed – for up to three months – a specified portion of the hourly rate you pay the trainee. You also may be eligible for a tax credit of up to \$2400.

During the training period, your VR representative will meet with you regularly to check on the trainee's progress.

Upon the successful completion of the training, the trainee is prepared to continue in the job.

**The result: You've saved time and money and found a good employee!**

