

FAQs

Why should I recruit an On-The-Job Training employee?

OJT employees are carefully screened to meet your exact needs. They have received vocational counseling and assessments to set goals consistent with their aptitudes and abilities. These goals will be matched with your employment needs.

How long can OJT last?

Every OJT period is different, and length will vary depending on the skill level required for each job.

How can I get started?

Contact the Bureau of Rehabilitation Services and ask to speak with an Employment Consultant. We're here to help!



For more information, please contact the Bureau of Rehabilitation Services, Department of Social Services, A Connect-Ability Partner.

25 Sigourney Street, 11th Floor
Hartford, CT 06106

800-537-2549 (Toll-free)
860-424-4844 (Hartford area)
860-424-4839 (TTY)

Email: info@connect-ability.com
www.connect-ability.com

connect-ability

Special Contact Information:

This brochure is funded by the federal Centers for Medicare & Medicaid Services. Connect-Ability is managed by the Connecticut Department of Social Services, Bureau of Rehabilitation Services.

DSS Publication 10-06



Which of these employees can help your business succeed?



On-the-Job Training

What is the Bureau of Rehabilitation Services?

Since 1930, the Bureau of Rehabilitation Services (BRS), a division of the Connecticut Department of Social Services, has been dedicated to helping persons with disabilities join and successfully remain in the workforce.

The Benefits of Working with BRS

Finding, hiring and retaining your ideal employee is a difficult task, to say the least. But, with BRS, you'll have help all along the way. In fact, with On-the-Job Training (OJT) from BRS, you'll be able to find a qualified candidate who can be trained to become highly proficient in his/her new position. OJT will also:

- Streamline the recruiting process and connect you with qualified candidates.
- Pre-screen OJT applicants for skills to meet your needs.
- Decrease the risk of hiring unqualified walk-in applicants.
- Increase employee retention.
- Pay you for your time during OJT.
- Put your tax dollars to work for you.

How On-the-Job Training Works

- Employer: As an employer, your responsibilities include providing training for your employee, placing that employee on payroll and paying them an appropriate wage, as well as completing monthly progress reports.
- Employee: Responsibilities of the employee include assisting in locating an employer, following the employer's policies, performing job-specific skills and communicating any difficulties to the employer and BRS.
- BRS: We will help locate an employer for an individual, as well as arrange an OJT contract. BRS will also facilitate new vendor paperwork, pay agreed upon training rate and provide technical assistance, support services and recommendations as needed.

They all can!



**With On-the-Job Training,
it's an employee's ability that shines.**

Hiring new talent is an essential process for any business. But the reality of finding and hiring the right person can be costly and time-consuming. With OJT, offered through the Bureau of Rehabilitation Services, the hiring process is made easier for you.