

On-the-Job Training (OJT) Form

Name: Susy Jones (*Name of the new employee*)

Dates of Training: May 20 – 24, 2012

On the job training conducted by: *Name*

Key Learning Points:

Participants will learn to:

- Ask questions to effectively identify customer needs
- Actively listen to customer concerns
- Explain the features and benefits of the EYZ product
- Overcome client objections

Number of hours in training = #

Hourly wage = \$

Number of hours * Hourly wage = Amount to be reimbursed

***This would be submitted as on-the-job training. Your new employee has started and this is the training it requires to get them up and independently working. The length of time allotted for OJT will probably vary by position as some require more training than others, but you cannot submit for over 50% of an employee's annual salary. In many organizations this begins with orientation.

***If you have more than one employee that completes the same training and has the same rate of pay, you can include them on the same documentation.

***In addition, you will need to include documentation that can verify the rate of pay the new employee.