On the Job Training (OJT) Showcard
Occupational Requirement Survey (ORS)

On the Job Training (OJT) measures the minimum amount of training time occurring after a worker has been hired.

Include time for the following:

- ✓ Learning basic job tasks
- ✓ Receiving verbal or written instructions
- ✓ Observing the work
- ✓ Imitating or practicing the work hands-on
- ✓ Receiving formal classroom training
- ✓ Internal company training
- ✓ Shadowing experienced workers

Exclude time for the following:

- ✗ Learning advanced tasks
- ✗ Continuing education
- ✗ Company orientation
- ✗ Probationary periods
- ✗ Job development coaching

On-the-Job Time:

- ♦ a half day or less
- ♦ a day
- ♦ a week
- ♦ a month
- ♦ three months
- ♦ six months
- ♦ a year

BLS