



**ON-THE-JOB TRAINING
PRE-EMPLOYMENT SURVEY**

Employer	Contracting/Host Employer Name	Business Services Representative
Federal Employer Identification	Employer Representative Title	Business Services Representative Title

		YES	NO
1.	Is there currently sufficient business to provide the likelihood of regular, long-term employment potential for Workforce Investment Opportunity Act (WIOA) On-the-Job Training (OJT) participant(s)?		
2.	Are occupational health and safety standards being met in the workplace?		
3.	Has Michigan Works! staff reviewed a copy of the employer's workers' compensation policy and verified that all employees are covered under Workers' Compensation Insurance?		
4.	Does the employer have any individuals currently on layoff from the same or similar occupations/classifications as those proposed for OJT?		
5.	Would OJT participant(s) displace currently employed workers or would the proposed OJT infringe on the promotional rights of current employees?		
6.	Has the employer relocated, in whole or in part, to the current location, and, if so, did the relocation result in the loss of employment for any employee at the original worksite?		
7.	Will OJT participant(s) receive comparable wages and benefits as other employees in the same job classification with similar seniority?		
8.	Is either the OJT participant(s) or Michigan Works! required to pay a fee to the employer or an outside agency to obtain this placement?		
9.	Will the OJT participant(s) be paid an hourly wage?		
	If "Yes", is the starting hourly rate at least \$10.00 per hour?		
10.	Is the "Occupational Title" referenced on page one of this On-the-Job Training Contract (OJT) covered under a collective bargaining agreement?		
	If "Yes", is the employer willing to provide a letter indicating the union's concurrence with this Contract before the OJT Participant's start date?		

The Michigan Works! Macomb/St. Clair Workforce Development Board OJT policies, procedures, contracts, and the employer's obligations have been explained to me. The answers to the questions above are true and correct to the best of my knowledge. I understand that this OJT Pre-Employment Survey is valid for six months from this survey completion date.

Contracting/Host Employer Representative

Name (print or type)

Business Services Representative

Survey Completion Date