



BUSINESS PRE-SCREEN INTERVIEW - ON-THE-JOB-TRAINING

Information Items

Business Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Contact Name: _____ Phone: _____

1. How long has the employer been in business in this area? _____
2. Is the business being sold or merging with another company? ☐ Yes ☐ No
3. Has the company relocated from another area in the U.S. within the last 120 days, leaving any workers behind? ☐ Yes ☐ No
4. What is the chief product or service? _____
5. What is the North America Industry Classification System Code (NAICS)? _____
6. How many full-time employees? _____ Anticipated start date? _____
7. How many new hires are anticipated in the next two years? _____
8. What type(s) of training is normally provided to new hires?

9. What is the starting wage? \$ _____ What is the wage after training? \$ _____
10. What is the demand for this job in the local labor market?
11. Are these jobs covered by a collective bargaining agreement? ☐ Yes ☐ No
Will this training displace current employees? ☐ Yes ☐ No
12. Does the employer use a staffing agency? ☐ Yes ☐ No
If yes, which one: _____
Describe the relationship: _____
13. Are jobs expected to last a year or more in the normal course of business? ☐ Yes ☐ No
14. What skills will current workers and new hires need to acquire to be fully productive?

15. Does the employer have sufficient equipment, materials and supervisory time and expertise to provide necessary training? ☐ Yes ☐ No
16. What are the turnover patterns and causes and could we do anything to help lower turnover?

17. What license or entry qualifications do the workers need?

18. Trainee expected work hours per week ? _____
Shift times: _____ Days: _____
19. Are any jobs based upon: ☐ Commissions ☐ Tips ☐ Piece work ☐ Incentives ☐ N/A
Is there a base wage that commissions, tips, piece work or incentive pay is added to?
☐ Yes ☐ No

20. Which fringe benefits are provided to regular employees?

When are these benefits available?

Assurances and Compliance Items

1. Does the employer have a payroll system which records all pay checks and amounts?

☐ Yes ☐ No

If yes, can wage payments be quickly verified onsite? ☐ Yes ☐ No

If the payroll system is inadequate OR wage payments are not quickly verifiable, how will wages be verified for OJT payment?

2. Are any employees currently on layoff? ☐ Yes ☐ No

3. Are there any outstanding wage and hour, health and safety, or discrimination complaints or adverse decisions? ☐ Yes ☐ No

4. What percentage of previous trainees, over the past two years, have completed OJT's with EMI and been retained by the firm?

Number of OJT's:

Number of employees retained:

Percent of employee retained:

Is the retention % below 75% ☐ Yes ☐ No If no, what improvements are planned?

5. What is the length of training allowed using the Special Vocational Preparation (SVP) system?

6. Are there any unique requirements of the job that would either increase or decrease the training time allowed? ☐ Yes ☐ No If yes, what are they?

Signatures

Employer Signature: _____

Date: _____

OJT Owner Signature: _____

Date: _____

Form Date: 01.01.26

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