

**California Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> On-the-job training (OJT) development and documentation	<b>REFERENCE NUMBER:</b>  2016-012
<b>DATE ISSUED:</b>  April 27, 2016	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Department Training Officers  
Human Resources Chiefs**

FROM: California Department of Human Resources  
Workforce Development Programs and Special Projects Division

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The California Department of Human Resources has released guidance on how to conduct and document On-the-Job Training (OJT). CalHR has worked with a team of subject matter experts from other state departments and academia to develop guidance and tools to help departments develop, administer, and document OJT. This documentation is posted on CalHR's website, on the "State HR Professionals" page under "Training", or you can access it by clicking this link (<http://www.calhr.ca.gov/Training/Pages/on-the-job-training.aspx>). This guidance will eventually be incorporated into the State Training Manual currently under development. If you have questions, please contact Guy Burghgraef at the telephone number or email address listed above. Thank you.

/s/Jeff Douglas

Jeff Douglas, Chief  
Workforce Development Programs and Special Projects Division