

On the Job Training (OJT) Action Plan – INSTRUCTIONS

The purpose of this document is to instruct the OJT trainer on how to complete this form – Refer to the italicized language below when completing this document.

Trainee Name: *Enter trainee’s name* **Classification:** *Enter Civil Service Classification* **Working Title:** *Enter working title if it differs from Civil Service Classification*

OJT Trainer Name: *Enter OJT trainer’s name* **Classification:** *Enter Civil Service Classification* **Working Title:** *Enter working title if it differs from Civil Service Classification*

OJT purpose: *This section identifies the OJT’s purpose or objective, what is being trained, and why is it being trained.*

Start and end date: <i>What date(s) was the OJT provided</i>	Training Topics: <i>These are the topics that need to be trained on. This information can be taken from a job specification, duty statement, procedural manual, or other sources.</i>	Training steps and method: <i>These are the steps used to train each topic and identify what tasks the trainer used to validate the trainee has learned each step.</i>	Total hours used to train this topic: <i>How many total hours were spent training on each topic? Use the information in the “Start and end date and time” column to complete this.</i>
Total amount of time spent on OJT: <i>What are the total hours spent on the OJT</i>			

Comments about the OJT: *This is the area where trainers can comment about the OJT, identify the tools used to provide the training, and the next steps for the trainee and the supervisor.*

At the conclusion of the OJT, the trainee and trainer must sign below to certify the training is completed. A copy of this document must be provided to the employee and included in the employee's training file.

Trainee Signature: *Trainee signature*

Date: *Date trainee signed this document at the OJT's conclusion.*

Trainer Signature: *Trainer signature*

Date: *Date trainer signed this document at the OJT's conclusion.*

Upon conclusion of the OJT

The supervisor below has discussed this document with the trainee and the trainer and the supervisor understands the trainee's performance level.

Supervisor Signature: *The trainee's supervisor signs conclusion.*
here after discussing the OJT with the trainer and trainee.

Date: *Date supervisor signed this document at the OJT's*