



On-the-Job Training Grant Site Review Form

Program Start: **September 1, 2025**
 Program End Date: **December 31, 2026**
 Population Served: **Adult, Business**
 Agency: **Dept. of Labor**
 Source Of Funding: **State**

Site Review Form

To support small and medium-sized businesses with On-the-Job Training, wage subsidy, skills upgrading, and skills retraining. When a company invests in its employees through training that allows them to elevate their skillset, it provides the company with resources to elevate their performance in their industry. On-the-Job Training grants can assist in the acceleration of promotable employees by alleviating some of the costs associated with retaining talent and attracting new talent.

Date of Site Review:

Business

Contact Name:

Site Address:

City:

State: NY

Zip:

County:

Business Interview	Yes	No
1. Were the various rules and regulations of the On-the-Job Training Program discussed with you prior to contract being developed?		
2. Does the business have a signed copy of the contract?		
3. Does the business understand the terms and general provisions of the contract?		
4. Does the training outline in the contract accurately state the skills to be mastered by the trainee?		
5. Is the training outline being followed as specified in the contract?		
6. Does the training to be provided to the On-the-Job trainee differ from regular hires in similar positions?		
7. Are there any differences in benefits between regular employees and the On-the-Job trainees?		
a. If yes, please explain what they are and why:		
8. Is the On-the-Job trainee working in the occupation specified in the contract and at the specified wage?		
9. Is the trainee demonstrating the ability to learn and apply the new skills called for in the On-the Job training plan?		

Name:

Signed:

Date: