

On-the-Job Training Program 2008 Annual Report



North Carolina Department of Transportation

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On-the-Job Training Program Mission Statement

Our mission is to work with and support the State's Highway Construction Industry in establishing, developing, and maintaining a skilled and diverse workforce that will fulfill the present and future needs of the highway construction industry and also increase minority and female participation in the program.

2008 Accomplishments

In 2008, the OJT Program Unit worked with our industry partners to initiate, develop and produce two informational brochures called "*All you need to know about*":

- **for Coaches and Mentors**

The OJT Program Unit developed an informational brochure for Coaches and Mentors designed to help supervisors in the field understand the importance of the training process, purpose, how the program works, who benefits and goals of the program.

- **for Trainees**

The OJT Program Unit developed an informational brochure for Trainees designed to help Trainees understand the importance of the training process, purpose, how the program works, who benefits and goals of the program.

- Also, a Spanish version of the Trainee brochure was developed and produced to help serve the Hispanic Trainees enrolled in the program.

The brochures received compliments from industry personnel and trainees who indicated that it was helpful in better understanding the stated goals and objectives of the OJT program.

- **Access Trainee Interview Tracking**

The OJT Program Unit developed an access database tracking to ensure a better performance of the job as well to keep record of all trainees' interview answers.



▪ **Updates and Electronic Media**

In 2008 the On-the-Job Training Unit continued to improve the OJT program manual in both English and Spanish, along with all pertinent forms. Both the English and Spanish language manuals are available in PDF format. The forms correspond with the Access database, to ensure more accurate record keeping.

▪ **Trainee Interviews**

In 2008, the OJT Program staff increased the practice of interviewing each trainee that qualified from two interviews to three interviews. This practice will in our estimation ensure that trainees understand the benefits of being a part of the OJT program. Additionally, it allows the unit staff to make changes as necessary to ensure the continued success of the OJT program. The interview process is as follows:

- Upon entry into the program each trainee receives a letter, in either English or Spanish, welcoming them to the program. Additionally, the letter indicates that an OJT program representative will be in contact within 30 days to schedule an interview as well as answer any questions they may have.
- The first interview is scheduled within 30 days with each trainee. The initial interview gathers data as well as serves as an informal informational session for the trainee.
- Should a trainee be enrolled in a program that requires 1000 hours or more, a follow-up interview is scheduled approximately half way through the training process to ensure that the trainee is learning.
- Upon graduation, a Graduate Interview is scheduled, determine how the success of the training process. Additionally, the graduate interview process provides the trainees the opportunity to make any program recommendation.
 - *It should be noted that each contractor is sent a letter at the beginning of the year letting them know about the interview process.*
 - *During the interview process, contractors and supervisors will be contacted by phone to setup interviews with trainees.*

We are pleased to announce that 241 interviews were conducted in 2008. There were one hundred thirty one (131) initial interviews, thirty (30) follow-up interviews and eighty (80) graduate interviews. Please see 2008 Trainee Interview Report for information.



- **Workforce Development/Pre employment Training**

In 2008, the OJT Program developed a partnership agreement with North Carolina A & T State University to conduct a three week Pre-employment Training Program. This program was directed to women interested on the construction industry. After successful completion of the training, different contractors conducted a series of interviews for possible employment opportunities with their companies.

The OJT Program Unit conducted a joint Commercial Drivers License Class (CDL) for Women in Construction and Barnhill Contracting at NC A & T State University in Greensboro.

Note: The report for this pre-employment program is not completed. (Still Pending)

- **Construction Career Days**

In 2008, the NCDOT On-the-Job Training Program sponsored three (3) Construction Career Day program in Charlotte, NC, Waynesville, NC, and Fayetteville, NC. These three-day events are designed to disseminate information regarding the type of employment individuals can expect in their search for jobs within the highway construction industry. Students are given the opportunity to participate in such hands-on activities as: operating heavy equipment, tying re-bar, masonry work, and carpentry work. Information booths are sponsored by local contractors, heavy equipment dealers, and career counselors. Approximately 4,000 students and over 80 exhibitors attended these three events. There were approximately 80 high schools represented from across the North Carolina. Since 2001 this program has reached in excess of 27,000 high school students. The response from schools and industry continues to remain strong in supporting these educational and informative events. For your review attached is a copy for a Construction Career Days brochure.

2008 On-The-Job Training Program Accomplishments

At the beginning of 2008, the OJT Program Manager set a goal of 109 trainees for the year. We are pleased to report that there were 146 trainees enrolled in the program for 2008. This number includes the 24 trainees who were enrolled, but were terminated or inactive.



2008 OJT Program Summary

	Alternate Program
Trainees Enrolled in 2008	146
- Trainees Terminated during 2008	21
- Trainees Inactive during 2008	03
Trainees Participating in the Program	122
Total Graduates (Include trainees who were enrolled in 2007 and still active for 2008)	120
Trainees Still Active for 2009	44

2008 Graduation & Demographic Statistics

- The number of graduate in 2008 was 120 trainees. 78 (53%) trainees were enrolled in 2008 and 42 trainees were enrolled in 2007 but still active for 2008.
- Of the 122 Trainees who participated on the program, 84 (69%) are classified as minority or women.
- Of the 120 Trainees who graduated in 2008, 83 (69 %) are classified as minority or women.

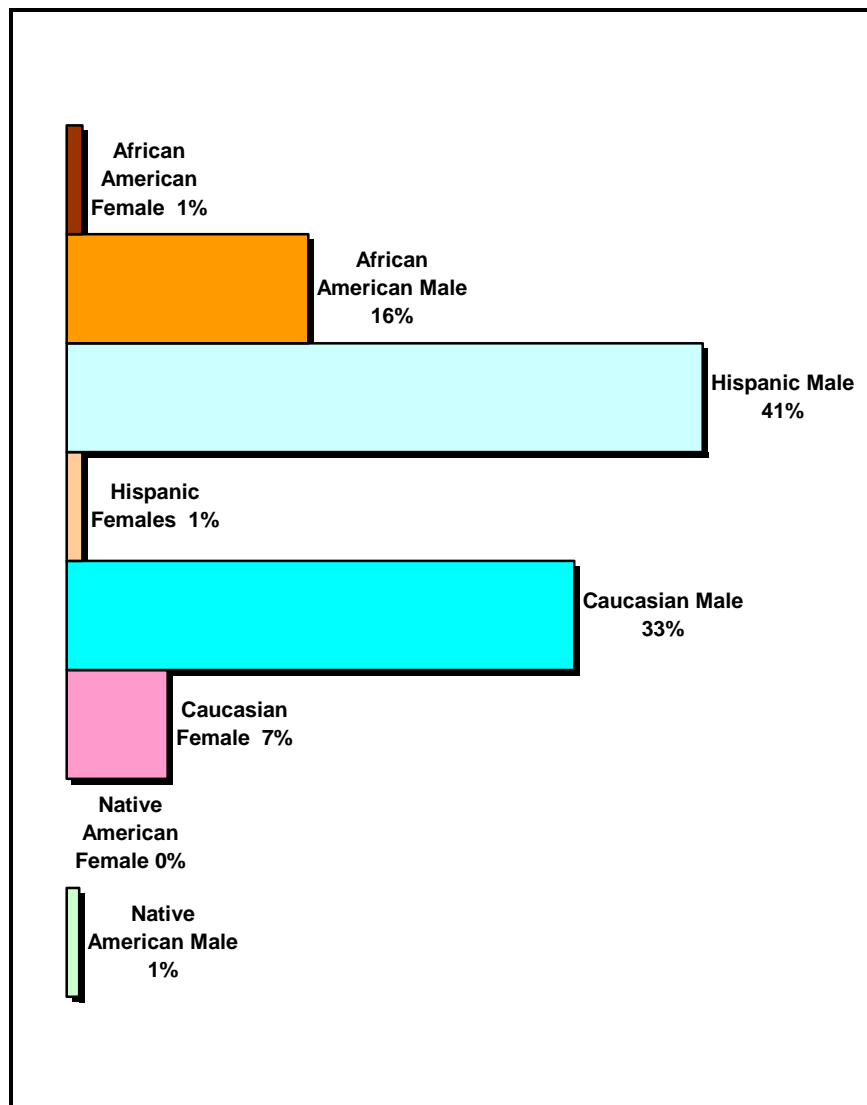
Note: For 2009 we have 44 trainees who were enrolled in 2008 and still active for 2009. Unless these participants are terminated or leave the program voluntarily they are expected to graduate in 2009.



2008 On-The-Job Training Program

Demographic Breakdown of All Program Participants

Race	Male	Female	Total
Hispanic	50	2	52
Caucasian	40	8	48
Native American	1	0	1
African American	19	2	21
Total	110	12	122





2008 On-The-Job Training Program

Demographic Breakdown of Trainees Graduated in 2008			
Race	Male	Female	Total
Hispanic	47	2	49
Caucasian	37	12	49
Native American	1	0	1
African American	19	2	21
Total	104	16	120

