**Rivers East Workforce Development Board**

OJT Skills Gap Analysis Worksheet

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| Please complete all boxes. If information is missing, Skills Gap will not be completed and the form will be returned to the referral source. | | | | | | |  |
| TRAINEE NAME: | | | | | TARGET JOB TITLE: | | |
| COMPANY NAME: | | COMPANY ADDRESS: | | | | | |
| EMPLOYER REPRESENTATIVE: | | TITLE: | | | | CONTACT PHONE NUMBER AND EMAIL: | |
| SUPERVISOR OF TRAINEE: | | TITLE: | | | | CONTACT PHONE NUMBER AND EMAIL: | |
| WIOA OJT AGENCY REPRESENTATIVE: | | TITLE: | | | | CONTACT PHONE NUMBER AND EMAIL: | |
| **ALL** BASE O\*NET CODES: | | APPROXIMATE YEARS OF EXPERIENCE: | | | | FULLY REGISTERED IN NCWORKS: (Y/N) | |
| TARGET O\*NET CODE: | | SVP FROM TARGET 0\*NET CODE: | | | | REIMBURSEMENT PERCENTAGE: | |
| REIMBURSEMENT RATE: | STARTING HOURLY WAGE: | | TOTAL REIMBURSEMENT AMOUNT: | | | | | |
| PAY SCHEDULE (WEEKLY, ETC.) | PAY DAY AND PERIOD COVERED: | | RATIO OF TRAINEES TO SUPERVISOR: | | | | | |
| BENEFITS AVAILABLE: | | | | | | | | |
| ANTICIPATED CONTRACT START DATE: | | | | CONTRACT END DATE: | | | | |

**Other documentation needed to complete the analysis:**

A skill gap analysis was performed by using EMSI’s economic modeling tool, and the clients’ previous education, and work history. The skill set values from the base occupation were subtracted from the target occupation to obtain a skill gap value between the two occupations. Using the sum of both occupations a skill gap percentage was obtained by dividing the skill set values of the target occupation into that of the base occupation. The O\*Net Online website was used to research the Standard Vocational Preparedness (SVP) for the target occupation for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Using the percentage value from the EMSI skill gap analysis and supporting documents the client it is determined that the client has a skill gap of \_\_\_\_%. Using the O\*Net SVP of \_\_\_\_\_\_ which is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to become a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the client qualifies for a max benefit of \_\_\_\_ hours of on-the-Job training.