

OJTI Checklist

1. What are the primary strengths and weaknesses of the developmental/CPC-in-training?
2. What actions were taken to address the weaknesses?
3. Did the training team discuss these weaknesses?
4. Was the training/FLM aware of these?
5. Did you try to assign any skill enhancement?
6. How effective was the skill enhancement?
7. Do you think the developmental/CPC-in-training wants to be here?
8. How was the work environment for the developmental/CPC-in-training?
9. Are you aware of any roadblocks to certification?
10. What participation did you have in the training meetings?
11. Can the developmental/CPC-in-training do the job? I like to ask it this way: "If you had the luxury of training the student for 1,000hrs, could they do the job?" If the answer is yes, I say "Clearly we don't have that resource, how many hours would it take?" - Don't let a "NO" answer catch you off guard!