

Ohio Mean Jobs Readiness Seal

Information and Seal Validation Form

The Ohio Means Jobs Seal is one of Ohio's state-defined seals. At least 1 state seal is required to earn a diploma in Ohio. Attached is the Ohio Means Jobs Readiness Seal form. An example form is also attached.

Students should complete the form and turn it in to their unit counselor in order to have the seal validated and added to their transcript.

Please note: Students must have 3 adult mentors to sign and initials portions of the form. Mentors must come from at least 2 different areas (school, community, or work). Students CANNOT have 3 mentors all from the same area. Work mentors should represent a current or recent employer. Community mentors should represent a local religious institution or non-profit organization.

For example:

- Students can have 1 community mentor and 2 school mentors.
- Students can have 1 work mentor and 2 community mentors.
- Students can have 1 work mentor, 1 community mentor, and 1 school mentor.

Upon submission of the completed form, the student's assigned principal will complete the School Administration section.

EXAMPLE VALIDATION FORM



Student OhioMeansJobs Readiness Seal Validation Part 1 - Professional Skills Verification



STUDENT INFORMATION

Student Name: Sample Student Name *EXAMPLE FORM ONLY*
 Student ID: ##### Graduating Year: 20##

SCHOOL ADMINISTRATION ONLY

By signing, you are verifying that the student named on this form has met the requirements to receive the OhioMeansJobs Readiness Seal designation.

Signature: _____ Print Name: _____
 Position: _____ Date: _____

Drug-free Pledge
 I, Sample Student Name *EXAMPLE FORM ONLY* (Print First, Last Name) PLEDGE TO BE **DRUG FREE**. I pledge to be **responsible** and care for myself and others by speaking up and speaking out if help is needed. I pledge to be **smart** and think about the consequences of social situations and peer pressures. I pledge to be **in control**, think ahead and do my best to avoid putting myself and others in compromising situations. I pledge to be a **leader**, because I understand that what I do has the power to influence those around me. I pledge to **engage** in my future and be a SuccessBound student by achieving the OhioMeansJobs Readiness Seal.

Required Professional Skills View Readiness-Seal Rubric	THIS SECTION TO BE COMPLETED BY STUDENT		THIS SECTION TO BE COMPLETED BY MENTOR	
	Evidence of How I Demonstrated this Skill	Where I Demonstrated the Skill	Mentor Validation (Please Initial)	Mentor Comments
Reliability - The student has integrity and responsibility in professional settings.	I demonstrate reliability by completing tasks that I have committed to doing.	<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work	Advisor Initials	
Work Ethic - The student has effective work habits, personal accountability and a determination to succeed.	I demonstrate work ethic by continuing to attend math help with my teacher.	<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work	Teacher Initials	
Punctuality - The student arrives to commitments on time and ready to contribute.	I demonstrate punctuality by being on time to work.	<input type="checkbox"/> School <input type="checkbox"/> Community <input checked="" type="checkbox"/> Work	Boss Initials	
Discipline - The student abides by guidelines, demonstrates self-control and stays on task.	I demonstrate discipline by _____.	<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work	< Must pick one area for each skill	See cover sheet for additional information about completing the form.
Teamwork/Collaboration - The student builds collaborative relationships with others and can work as part of a team.	I demonstrate teamwork by _____.	<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Professionalism - The student demonstrates honesty. He or she dresses and acts appropriately and responsibly. He or she learns from mistakes.	I demonstrate professionalism by _____.	<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Learning Agility - The student desires to continuously learn new information and skills.	I demonstrate learning agility by _____.	<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Critical Thinking/Problem-Solving - The student exercises strong decision-making skills, analyzes issues effectively and thinks creatively to overcome problems.	I demonstrate critical thinking by _____.	<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		



Student OhioMeansJobs Readiness Seal Validation Part 1 - Professional Skills Verification (cont.)



Required Professional Skills View Readiness-Seal Rubric	THIS SECTION TO BE COMPLETED BY STUDENT		THIS SECTION TO BE COMPLETED BY MENTOR	
	Evidence of How I Demonstrated this Skill	Where I Demonstrated the Skill	Mentor Validation (Please Initial)	Mentor Comments
Leadership - The student leverages the strengths of others to achieve common goals. He or she coaches and motivates peers and can prioritize and delegate work.	I demonstrate leadership by _____.	<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Creativity/Innovation - The student is original and inventive. He or she communicates new ideas to others, drawing on knowledge from different fields to find solutions.	I demonstrate creativity by _____.	<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Oral and Written Communications - The student articulates thoughts and ideas clearly and effectively in written and oral forms.	I demonstrate oral and written communications by _____.	<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Digital Technology - The student has an in-depth understanding of emerging technology and leverages technology to solve problems, complete tasks and accomplish goals.	I demonstrate my understanding of digital technology by _____.	<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Global/Intercultural Fluency - The student values, respects and learns from diverse groups of people.	I demonstrate cultural fluency by _____.	<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Career Management - The student is a self-advocate. He or she articulates strengths, knowledge and experiences relevant to success in a job or postsecondary education.	I demonstrate career management by _____.	<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		

Each mentor is to sign, initial, print and date below. In addition, each mentor must provide his or her position and school, company or organization name with at least one method of contact to verify the student demonstrated the above professional skills while under the mentor's supervision. Initials must match those in the mentor section above for authentication.

Example: Boss's name and information

Mentor Signature	Initials	Print Name	Position and School/ Company/Organization	Phone Number	Email	Date

Example: Advisor's name and information

Mentor Signature	Initials	Print Name	Position and School/ Company/Organization	Phone Number	Email	Date

Example: Teacher's name and information

Mentor Signature	Initials	Print Name	Position and School/ Company/Organization	Phone Number	Email	Date

STUDENT OHIO MEANS JOBS READINESS SEAL VALIDATION STATEMENT

By signing below, I declare that the information provided on this form is true, complete and accurate. I understand that any willful dishonesty and/or failure to provide complete, accurate information on this form will be grounds to withdraw my submission and issuance of the OhioMeansJobs Readiness Seal. I acknowledge that a school representative may verify the information provided on this form by contacting one or more of the mentors listed above.

Student Signature: _____ Print Name: Sample Student Name *EXAMPLE FORM ONLY*
 School Name: Centerville High School Email: _____ Date: _____



Student OhioMeansJobs Readiness Seal Validation

Part 1 - Professional Skills Verification



STUDENT INFORMATION

Student Name: _____

Student ID: _____ Graduating Year: _____

SCHOOL ADMINISTRATION ONLY

By signing, you are verifying that the student named on this form has met the requirements to receive the OhioMeansJobs Readiness Seal designation.

Signature: _____ Print Name: _____

Position: _____ Date: _____

Drug-free Pledge

I _____ (Print First, Last Name) PLEDGE TO BE **DRUG FREE**. I pledge to be **responsible** and care for myself and others by speaking up and speaking out if help is needed. I pledge to be **smart** and think about the consequences of social situations and peer pressures. I pledge to be **in control**, think ahead and do my best to avoid putting myself and others in compromising situations. I pledge to be a **leader**, because I understand that what I do has the power to influence those around me. I pledge to **engage** in my future and be a SuccessBound student by achieving the OhioMeansJobs Readiness Seal.

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Work Ethic - The student has effective work habits, personal accountability and a determination to succeed.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Punctuality - The student arrives to commitments on time and ready to contribute.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Discipline - The student abides by guidelines, demonstrates self-control and stays on task.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Teamwork/Collaboration - The student builds collaborative relationships with others and can work as part of a team.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Professionalism - The student demonstrates honesty. He or she dresses and acts appropriately and responsibly. He or she learns from mistakes.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Learning Agility - The student desires to continuously learn new information and skills.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
Critical Thinking/Problem-Solving - The student exercises strong decision-making skills, analyzes issues effectively and thinks creatively to overcome problems.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		

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Mentor Signature	Initials	Print Name	Position and School/ Company/Organization	Phone Number	Email	Date

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Student Signature: _____ Print Name: _____
 School Name: _____ Email: _____ Date: _____