



## OMJ Readiness Form Instructions

Students pursuing the **OhioMeansJobs Readiness Seal** must complete **pages 1–2** of the OMJ Readiness Form as follows:

### Student Sections (Blue):

- Fill out the student information at the top of the form.
- Complete all blue sections labeled *“This Section to be Completed by Student”* on both pages.
- For each professional skill, write 1–2 sentences describing how you demonstrate that skill.

### Mentor Sections (Green):

- The green sections on both pages must be completed by mentors.
- Each student needs **at least three mentors** from **two different areas** (school, community, or work).
  - Example: Two school mentors (teachers or coaches) and one community or workplace mentor (e.g., supervisor or volunteer coordinator).
- Mentors should write 1–2 sentences for the skill(s) they have observed.
- Not every mentor needs to complete every skill – just ensure **all skills are covered** across your mentors.
  - Example: One teacher covers 4 skills, another covers 6, and a manager completes the rest.

### Final Steps:

- Ensure all sections are neatly written and fully completed.
- Each mentor must complete their information at the bottom of page 2.
- Students must sign the validation statement at the bottom of page 2.
- Submit the completed form to your **school counselor**.



# 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.

Required Professional Skills <a href="#">View Readiness-Seal Rubric</a>	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
<b>Reliability</b> - The student has integrity and responsibility in professional settings.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Work Ethic</b> - 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		
<b>Punctuality</b> - The student arrives to commitments on time and ready to contribute.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Discipline</b> - The student abides by guidelines, demonstrates self-control and stays on task.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Teamwork/Collaboration</b> - 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		
<b>Professionalism</b> - 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		
<b>Learning Agility</b> - The student desires to continuously learn new information and skills.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Critical Thinking/Problem-Solving</b> - 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		

Required Professional Skills <a href="#">View Readiness-Seal Rubric</a>	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
<b>Leadership</b> - The student leverages the strengths of others to achieve common goals. He or she coaches and motivates peers and can prioritize and delegate work.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Creativity/Innovation</b> - The student is original and inventive. He or she communicates new ideas to others, drawing on knowledge from different fields to find solutions.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Oral and Written Communications</b> - The student articulates thoughts and ideas clearly and effectively in written and oral forms.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Digital Technology</b> - The student has an in-depth understanding of emerging technology and leverages technology to solve problems, complete tasks and accomplish goals.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Global/Intercultural Fluency</b> - The student values, respects and learns from diverse groups of people.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Career Management</b> - The student is a self-advocate. He or she articulates strengths, knowledge and experiences relevant to success in a job or postsecondary education.		<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.

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: \_\_\_\_\_  
 School Name: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_



# Student OhioMeansJobs Readiness Seal Validation

## Part 2 and 3 - Optional



### PART 2 - LETTER OF RECOMMENDATION

Going above and beyond: To help jump-start your mentee's career or college application process, each mentor is encouraged to write a letter of recommendation for the student indicating that he or she has demonstrated exemplary professional skills under your leadership. **(Please use the OhioMeansJobs-Readiness Seal Professional Skills on pages 1 and 2 for reference.)**

### PART 3 - OHIOMEANSJOBS K-12 CAREER PROFILE

In preparing students to be SuccessBound, creating an OhioMeansJobs backpack and career plan gives students a platform to discover career opportunities within Ohio's workforce and set tangible goals to achieve their aspirations. Students who complete the requirements of the OhioMeansJobs-Readiness Seal are encouraged to showcase this achievement by completing the following tasks within the OhioMeansJobs K-12 site.

- Create a backpack in OhioMeansJobs K-12
- Take the Career Cluster Inventory or Career Profile
- Create a career plan
- Create/Upload a resume
- Create/Upload a cover letter
- Upload letter(s) of recommendation
- Complete the fast track in the Practice Interviews