***FOR OFFICE USE ONLY:

Counselor Approval Signature_____Date_____Added to Transcript: ☐ Initials & Date_____

# Ohio Means Jobs- Readiness Seal

**Ohio Means Jobs-Readiness Seal** – Ohio Revised Code section 3313.6112
To earn the Ohio Means Jobs-Readiness Seal, motivated high school students must demonstrate certain professional skills required for success in the workplace. Students must work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work or the community. Students will earn the Ohio Means Jobs- Readiness Seal by satisfying each of the following:
1. Demonstrate proficiency in each of 15 identified professional skills;
2. Use the OhioMeansJobs-Readiness Seal Form to record demonstration of each professional skill; and
3. Work with a mentor to validate (confirm) each skill across a minimum of two of the three environments (school, work, community).

**PROFESSIONAL SKILLS** - At least one mentor must validate each skill. Students must demonstrate proficiency in each of the following professional skills to meet the requirements of the OhioMeansJobs-Readiness Seal:
• Drug-Free - The student commits to being drug-free.
• Reliability - The student has integrity and responsibility in professional settings.
• Work Ethic - The student has effective work habits, personal accountability and a determination to succeed.
• Punctuality - The student arrives to commitments on time and ready to contribute.
• Discipline - The student abides by guidelines, demonstrates self-control and stays on task.
• Teamwork/Collaboration - The student builds collaborative relationships with others and can work as part of a team.
• Professionalism - The student demonstrates honesty. He or she dresses and acts appropriately and responsibly. He or she learns from mistakes.
• Learning Agility - The student desires to continuously learn new information and skills.
• Critical Thinking/Problem-Solving - The student exercises strong decision-making skills, analyzes issues effectively and thinks creatively to overcome problems.
• 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.
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.

• Oral and Written Communications - The student articulates thoughts and ideas clearly and effectively in written and oral forms.
• Digital Technology - The student has an understanding of emerging technology and leverages technology to solve problems, complete tasks and accomplish goals.
• Global/Intercultural Fluency - The student values, respects and learns from diverse groups of people.
• 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.

**MENTORSHIP AND DEMONSTRATION OF SKILLS** Students are required to document how they demonstrated each skill in one of three possible environments – school, work or community.
At least two environments must be reflected among the demonstrated skills.
A minimum of three mentors must be involved in the overall validation process and sign the form. Students must choose mentors they worked with, activities they participated in and skills they demonstrated while in high school.

School: The student demonstrates professional skills in a school environment during the school day or during extracurricular activities. School mentors include teachers, administrators, advisors, coaches and others. These activities are separate from work-based or community-based activities.

Work: The student demonstrates professional skills in a work environment. Work mentors include supervisors, hiring managers, experienced co-workers and others. These activities are separate from school-based or community-based activities.

Community: The student demonstrates professional skills in a community environment. Community mentors include volunteer coordinators, faith-based leaders and others. These activities are separate from school-based or work-based activities.

As a student of Vermilion High School, I _____ am verifying that I have met

(print student name)

the requirements for the Ohio Means Jobs Readiness Seal for graduation. This form is being submitted BEFORE April 30 of my graduation year.

_____ _____
Student Signature Date

_____ _____
Parent Signature Date

_____ _____
School Representative Signature Date