

Ohio Means Jobs Readiness Seal Skills Grade 9–12

This presentation will explain each of the 14 professional skills required to earn the Ohio Means Jobs Readiness Seal.



How do I earn the OMJ -Readiness Seal?

1. You must complete one verification form.
2. The form requires an evidence statement for each skill. An evidence statement is how you have demonstrated the skill.
3. Each skill must have a mentor signature.
 - a. You must have a minimum of 3 different mentors and at least 1 mentor must be from outside the school.
 - b. A mentor could include one of the following people:
 - a. teacher
 - b. employer
 - c. church leader
4. When the OMJ Validation form is completed and signed by both you and your mentors, please turn it in to your school counselor.

OMJ DRUG-FREE

Expectation: The student pledges to be drug-free by achieving the Ohio Means Jobs Readiness Seal

Action: The student

- is responsible , smart and in control when faced with social situations and peer pressure
- recognizes the power and influence those around them
- engages in my future and be SuccessBound student by achieving the seal

Reliability

V

1

Expectation :The student has integrity and responsibility in professional settings.

2

Action : Taking ownership of tasks and responsibilities. Maintaining a consistent work schedule and high level of professionalism.





Work Ethic

1

Expectation : The student has effective work habits, personal accountability and determination to succeed.

2

Action: Maintain a positive attitude, demonstrating willingness to learn, and adapting to changing circumstances, respectful to authority figures.



Punctuality

Expectation: Arriving for work, and commitments on time and

Action : Planning ahead to avoid lateness and communicating any delays promptly, prepared for assigned tasks, displays initiative to begin tasks.

Discipline

Expectation: The student abides by guidelines, demonstrates self control and stays on task.

Action: Is a self starter, Stays on task, Finishing projects on time despite distractions and managing personal responsibilities to prevent conflict.

Teamwork/Collaboration

Expectation: The student builds collaborative relationships with others and can work as part of a team.

Action:Contributes to team projects. Helping team members succeed, fostering a positive atmosphere, accepts responsibility for assignments.

Professionalism

- Expectation: The student demonstrates honesty. He or she dresses and acts appropriately and responsibly. He or she learns from mistakes.
- Action: Maintains appropriate appearance, demonstrates ethical behavior, resolves needs of customers in a timely manner, builds and maintains relationships with others, accepts personal responsibility ,learns from mistakes.



Learning Agility

Expectation: The student desires to continuously learn to new information skills.



Action : Taking initiative in training programs and applying new knowledge to real-world scenarios, occasionally shared insights gained with others.





Critical Thinking/ Problem-Solving

- Expectation: The student exercises strong decision-making skills, analyzes issues, and thinks critically to overcome problems.
- Action: Identifies and examines problems, consider risks, Implementing solutions, adapting them as needed, and learning from mistakes to improve future problem-solving.

Leadership

Expectation: The student leverages the strengths of others to achieve common goals. He or she coaches and motivates peers and can prioritize and delegate work.

Action : leads within a position, effectively prioritizes and delegates tasks, follows company policies, maintaining a positive attitude, and treating colleagues with courtesy and consideration.



Creativity/Innovation

Expectation: The student is original and inventive. He or she communicates new ideas to others, drawing on knowledge from different fields to find solutions.

Actions: The student generates and communicates original ideas, demonstrates the ability to think differently, contributes ideas and ideas within a team to find solutions.

Oral & Written Communication



Expectation: The student articulates thoughts and ideas clearly and effectively in written and oral forms.



Action: Using different communication channels appropriately, uses appropriate tone and volume consistently, responding timely and professionally, and adapting communication style to the audience.





Digital Technology

Action:

1

Using
Technology

Expectation: The student has an in-depth understanding of current and emerging technology and leverages technology to solve problems, completes tasks and accomplish goals.

2

Problem-Solving

3

Communicating

Global/Intercultural Fluency

Expectation: The student values, respects and learns from diverse group of people.

2

Action: Communicating effectively across language barriers and building relationships with people from diverse backgrounds.





Career Management

Expectation: The student is a self-advocate. He or she articulates strengths, knowledge, and experiences relevant to success in a job or post-secondary education.

Action : Networking with industry professionals, pursuing certifications, can articulate short-term and long term plans and steps to achieve them. Uses strengths and manages weaknesses.



More information can be found at
<https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Ohio%E2%80%99s-Graduation-Requirements/Graduation-Seals/OhioMeansJobs-Readiness-Seal>

Once your form had been signed and it complete,
please turn it in the school counseling office.

SUCCESS SOUND		Student OhioMeansJobs Readiness Seal Validation Part 1 - Professional Skills Verification		
STUDENT INFORMATION				
Student Name: <u>Marie Martin</u>				
Student ID: _____ Graduating Year: <u>2026</u>				
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: _____				
<p><u>Marie Martin</u> (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. I help in school. 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. I understand that what I do has the power to influence those around me. I pledge to engage in my future and be a Successful student by achieving the OhioMeansJobs Readiness Seal.</p>				
THIS SECTION TO BE COMPLETED BY STUDENT				
THIS SECTION TO BE COMPLETED BY MENTOR				
Required Professional Skills View Readiness Seal Skills	Evidence of How I Demonstrated this Skill	Where I Demonstrated the Skill	Mentor Validation (parent initial)	Mentor Comments
Reliability - The student has integrity and responsibility.	Get my work done on time	☐ School ☐ Community		