Student OhioMeansJobs-Readiness Seal Validation - Part 1 Professional Skills Verification

Student Name _____

Grade _____

School Name _____

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.

Sign_____Print_____Position_____Date___/___/___

Drug-free – Demonstrates commitment to being drug-free.	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	Self Evaluation How I demonstrated this skill	Where I demonstrated this skill (School, Community, Work)	Mentor Validation (Please Initial)	Mentor Comments
	THIS SECTION IS TO BE COMPLETED BY STUDENT		THIS SECTION IS TO BE COMPLETED BY MENTOR	
Reliability - Demonstrates integrity and accountability in professional settings**.**				
Work Ethic - Demonstrates effective work habits, personal accountability, and determination to succeed.				
Punctuality – Shows up to commitments on time and ready to contribute.				
Discipline – Abides by guidelines, demonstrates self-control, and stays on task.				
Teamwork/Collaboration - Builds collaborative relationships with others, and can work as a team.				
Professionalism - Demonstrates integrity, dresses and acts appropriately and responsibly, and learns from mistakes.				
Learning Agility - Demonstrates a willingness to continuously learn new information and skills.				
Critical Thinking/Problem Solving - Exercises strong decision making skills, analyzes issues effectively, and thinks creatively to overcome problems.				
Oral and Written Communications - Articulates thoughts and ideas clearly and effectively in written and oral forms.				
Digital Technology - Demonstrates in-depth understanding of emerging technology and leverages technology to solve problems, complete tasks, and accomplish goals.				
Global/Intercultural Fluency - Values, respects, and learns from diverse groups of people.				
Leadership - Leverages the strengths of others to achieve common goals, coaches and motivates peers, and can prioritize and delegate work.				
Creativity/Innovation - Demonstrates originality and inventiveness, communicates new ideas to others, drawing on knowledge from different fields to find solutions.				
Career Management - Self-advocates and articulates strengths, knowledge, and experiences relevant to success in a job or postsecondary education.				

Each Mentor is to sign, initial, print and date below. In addition, Mentors are to provide their position and school, company or organizations name with at least one form of contact information to verify that the student has demonstrated the above professional skills while under their 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 Address** _____ **Date** ___/___/___

Mentor Signature _____ **Initials** _____ **Print Name** _____ **Position and School/Company/Organization** _____ **Phone Number** (____)_____ **Email Address** _____ **Date** ___/___/___

Mentor Signature _____ **Initials** _____ **Print Name** _____ **Position and School/Company/Organization** _____ **Phone Number** (____)_____ **Email Address** _____ **Date** ___/___/___

(OPTIONAL) Student OhioMeansJobs-Readiness Seal Validation - Part 2 Letter of Recommendation

Going above and beyond: to help jump-start your mentee's career or college application process, mentors are 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 for reference)

(OPTIONAL) Student OhioMeansJobs-Readiness Seal Validation - 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.

OhioMeansJobs K-12 Site Objectives
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