OhioMeansJobs
READINESS SEAL
REPORTING GUIDE

This comprehensive guide walks educators through the various aspects of reporting the OhioMeansJobs-Readiness Seal.
## Table of Contents

**Introduction** ......................................................................................................................... 3  
**EMIS Reporting** .................................................................................................................... 4  
  As a teacher or school counselor, why do I need to know this? ............................................. 4  
  Where do EMIS coordinators input this information? .............................................................. 4  
  What is the OhioMeansJobs-Readiness Seal Indicator? ......................................................... 5  
**OhioMeansJobs.com Reporting** ............................................................................................ 5  
  Is this an official reporting mechanism to the Ohio Department of Education? .................... 5  
  Why should I turn on the OhioMeansJobs-Readiness Seal Indicator? .................................. 5  
  How do I use Reporting Tools for the indicator? .................................................................... 6  
    Assigning the Seal .................................................................................................................. 7  
    Removing the Seal ................................................................................................................ 10  
    Search for Users .................................................................................................................. 12  
    Export and Print .................................................................................................................. 13  
    Group Summary Report ...................................................................................................... 15  
    Group Detail Report ........................................................................................................... 17  
    Backpack Activity Report ..................................................................................................... Error! Bookmark not defined.  
  How do my students build resumes in OhioMeansJobs? ....................................................... 21  
**Frequently Asked Questions** ................................................................................................ 28
OhioMeansJobs-Readiness Seal

Ohio high school students now can earn recognition by showing they are prepared to contribute to the workplace and their communities. The OhioMeansJobs-Readiness Seal is a formal designation students can earn on their high school diplomas and transcripts indicating they have the personal strengths, strong work ethic and professional experience businesses need.

To earn the OhioMeansJobs-Readiness Seal, motivated high school students must demonstrate certain professional skills required for success in the workplace. Students work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work or the community.

The OhioMeansJobs-Readiness Seal is available for the graduating classes of 2018 and beyond. It is printed directly on Ohio students’ diplomas and transcripts. This document provides guidance on the various reporting options educators have for those who have earned the OhioMeansJobs-Readiness Seal.

Reporting students who have earned the OhioMeansJobs-Readiness Seal is important. This is done in two ways:

1) In Ohio’s Education Management Information System (EMIS) – by EMIS coordinators;
2) In OhioMeansJobs – indicator is turned on by teachers and resumes are generated by students.

For additional information on the OhioMeansJobs-Readiness Seal, please visit successbound.ohio.gov.
What is EMIS?

The Education Management Information System (EMIS) is a statewide data collection system for Ohio's primary and secondary education system. It includes demographic information, attendance, course information, financial data, test results and the OhioMeansJobs-Readiness Seal.

As a teacher or school counselor, why do I need to know this?

EMIS is the official reporting mechanism for students who have earned the OhioMeansJobs-Readiness Seal. Educators who have awarded the seal must ensure a list of those students is given to the EMIS coordinators in their buildings or districts for proper reporting to the Ohio Department of Education. See the building administrator for your district’s specific process.

Where do EMIS coordinators input this information?

Beginning in 2018, OhioMeansJobs-Readiness Seals earned by students should be reported to the Education Management Information System (EMIS) in the Student Program Record (GQ), which is reportable within the Student (S1TRD, S2TRD, S3TRD, SAODE, SBODE), Student Exchange (X) and Graduation (G) collections. Students who earned the OhioMeansJobs Readiness Seal should be reported with the OhioMeansJobs Program Code “510001” in the Program Code Element (GQ060).
What is the OhioMeansJobs-Readiness Seal Indicator?
The OhioMeansJobs-Readiness Seal Indicator is an electronic designation added to a student’s OhioMeansJobs account once that student has met all the requirements for the OhioMeansJobs-Readiness Seal.

This indicator is “turned-on” through Reporting Tools, the administrative tool that allows educators to review OhioMeansJobs Backpacks for an individual student or groups of students.

Is this an official reporting mechanism to the Ohio Department of Education?
Indicating within Reporting Tools that a student has been awarded the OhioMeansJobs-Readiness Seal does not meet Ohio Department of Education official reporting guidelines. All official reporting from school districts on students who have earned the OhioMeansJobs-Readiness Seal must be reported through EMIS. See EMIS reporting in the previous section.

Why should I turn on the OhioMeansJobs-Readiness Seal Indicator?
As students transition from K-12 accounts to adult jobseeker accounts upon high school graduation, this designation will transition with them. This allows potential employers to search for students who have:

1) Earned the OhioMeansJobs Readiness Seal; and

2) Completed a resume within OhioMeansJobs.

Employers want to find and hire these potential employees. By taking the time to turn on the indicator within OhioMeansJobs.com, you’re helping transition these students from high school to possible careers! The OhioMeansJobs-Readiness Seal also is valued by institutions of higher education.
How do I use Reporting Tools for the indicator?
Follow the guide below to learn about the following topics:

Assigning the Seal
Removing the Seal
Search for Users
Export & Print
Assigning the Seal

**Step 1** – Log in to the K-12 Reporting Tools administrative site.

**Step 2** – Select the “OhioMeansJobs-Readiness Seal” from the Reporting Tools drop-down menu.

**Step 3** – Read and click the “I understand, continue” statement to navigate to the Readiness Seal Indicator menu.

A user must have OhioMeansJobs School Student-Level permissions in OEDS (the Ohio Educational Directory System), at the building level, to award the OhioMeansJobs-Readiness Seal in Reporting Tools. See your building administrator for proper permissions.
Assigning the Seal

Step 4 – Users can award the seal to students individually.

Step 4a – Click the check box next to the student’s name to award the seal individually.
Assigning the Seal

Step 4b – A pop-up will ask users to confirm their desire to award the seal.

Step 5 – Users can award the seal to an entire group at once.

Step 5a – Click the “Add All” button to award the seal to all students displayed on the current page.

Step 5b – A pop-up will ask users to confirm their desire to award the seal to multiple students at once.
Removing the Seal

Users can remove the seal from any student individually by clicking the check box next to the student’s name.
Removing the Seal

A pop-up will ask users to confirm their desire to remove the seal.

Users can remove the seal from an entire group at once.

Click the “Remove All” button to remove the seal from all students displayed on the current page.

A pop-up will ask users to confirm their desire to remove the seal for multiple students at once.
Search for Users

Users can filter the data set by graduation year.

If users are looking for a specific year, type that year in the “Search…” box.

Hover over the blue “?” for help or additional information on the Readiness Seal.

Users can search for specific students, schools, graduation years or any other text-based data.

Users can filter by custom groups created in the Group Management menu of Reporting Tools.
Export and Print

Users can choose to either print or export the data set visible on the current page.

An example of the exported spreadsheet.
What reports are available in Reporting Tools?

Follow the guide below to learn about the following reports:

- **Group Summary**
- **Group Detail**
- **Backpack Activity**
Group Summary Report

Navigate to the “Group summary” report from the Reporting Tools drop-down menu.

Users can filter the data set by graduation year.

If users are looking for a specific year, type that year in the “Search…” box.

The OhioMeansJobs-Readiness Seal has been added to Group Summary and will display the number of students who have the indicator marked in Reporting Tools.
Group Summary Report

From the Group Summary screen, users can view the school and number of students who have received the seal and once selected ...

Users can export or print the list of students.

* Students marked with an asterisk (*) have opted out of detailed reporting. They will only appear in the summary reports.

Users may filter opted out students by searching for an asterisk (*)
Group Detail Report

The Group Detail report provides information on groups of students, including the Readiness Seal status and can be filtered by Group Name, Graduation Year (From), Graduation Year (To) and a date range when the seal would have been awarded.

An example of the exported spreadsheet.

Users can export or print the list of students.
Group Detail Report

The Group Detail report provides information on groups of students, including the Readiness Seal status.

When users click on an individual student’s name, additional details will show in a separate table. The table will show the entire history for that activity – in this case, when and who awarded and/or removed the Readiness Seal in Reporting Tools.
Backpack Activity Report

Users must select the district of the student they are searching for.

Users must select the school of the student they are searching for.

Users can print results.

Users can limit results by adding to/from activity dates.

Once users make district and school selections, the list of students will be limited to the selected school.
Backpack Activity Report

If users would like to search for additional students, they can do so by clicking the “Search Again” button.

After running the report, the student’s name and information will display at the top of the report.

There is a specific section of the Backpack Activity report that shows the awarding and/or removal of the indicator in Reporting Tools.
Do my students need to do anything in OhioMeansJobs?

Yes, students not only need the educator to “turn on” the indicator within Reporting Tools, they must build their resumes in OhioMeansJobs so potential employers can search for them.

How do my students build resumes in OhioMeansJobs?
Follow the resume guide on the following pages.
Build or Upload Your Resume.

**CREATING A RESUME**

☐ Click “Let’s Go.”

☐ Select “Create Resume.”

**TIP:** If you already have a resume, skip to the “Upload Resume” section of this guide.

☐ Enter a resume title. Your title should describe your skills, for example, “Hard-Working Student.”

☐ Select a resume status.

**Active**
- If you are over 18 or have a valid work permit and are looking for work, mark the check box.
- If you would like employers registered with Monster.com to find your resume, mark the check box.
- If you would like your resume viewable to employers who are searching the diversity and inclusion resume database, mark the check box.
- If you would like to hide your email address, name, address, phone number, and references from employers, mark the check box. **Remember, if you check this box, do not include this information on your resume.**

**Inactive**
- If you do not want employers to find your resume, select “Inactive.”
- Use inactive if you are under 18 without a work permit or are creating a resume for a class and are not ready to use it yet.
Enter your most recent work experience. Company name, city, state, country, job title, company industry, and start and end dates are required fields.

- If you don’t have any work experience, mark the check box next to “I don’t have any work experience.” This will gray out the rest of the section.
- If you have had more than one job, you can enter more on the next page of the resume builder.

TIP: To help with “Describe this work experience” you can enter a job title and use the “click here” to the right of the job title to find information from the work activities listed on the occupational one-page reference.

Enter any activities you are involved in. This is not a required section. You can skip to the target job section or enter any extracurricular activities, sports information or volunteer activities you may have.

Enter your education. This is not a required section. You can skip to the target job section or enter your degree level, school name, city, state, country, start and end dates, GPA and any related information you may have.

TIP: The more information you enter, the better picture an employer will have of your abilities and interests.
Enter the job type. This describes the type of job you would like to find.

Enter the job status.

Enter your desired salary or wage. This field is optional.
Salary is per year, wage is per hour.

Enter your target job title. This is the occupation title you are looking for when searching for a job.

Select the industry or industries you are interested in.

Enter an occupation. You can select up to five.

Enter a job location. You can choose more than one.

TIP: Employers have access to this information, which will make it easier to match your resume with open positions.

Click on “Create.”
If you selected the “Active” status, your resume is now on OhioMeansJobs.com for employers to view.

TIP: If you select “Active” as the status for your resume, employers will be able to search on information you add in your registration or during the creation of the resume.

You can now move to the next step or enjoy exploring OhioMeansJobs.com on your own!
UPLOADING A RESUME

- Click “Let’s Go.”
- Select “Upload Resume.”

**TIP:** You must have access to your electronic resume to upload it to OhioMeansJobs.com.

- Enter a resume title. Your title should describe your skills, for example, “Hard-Working Student.”
- Select a resume status.

**Active**
- If you are over 18 or have a valid work permit and are looking for work, mark the check box.
- If you would like employers registered with Monster.com to find your resume, mark the check box.
- If you would like your resume viewable to employers who are searching the diversity and inclusion resume database, mark the check box.
- If you would like to hide your email address, name, address, phone number, and references from employers, mark the check box. *Remember, if you check this box, do not include this information on your resume.*

**Inactive**
- If you do not want employers to find your Resume, select “Inactive.”

Use inactive if you are under 18 without a work permit or are creating a resume for a class and are not ready to use it yet.
Enter your most recent work experience. Most recent employer and most recent job title are required fields.

- If you don’t have any work experience, mark the check box next to “I don’t have any work experience.” This will gray out the rest of the section.
- If you have had more than one job, you can enter more on the next page of the resume builder.
- The question: “How did you find this job?” is optional.

Enter the job type. This describes the type of job you would like to find.

Enter the job status.

Enter your desired salary or wage. This field is optional. *Salary is per year, wage is per hour.*

Enter your target job title. This is the occupation title you are looking for when searching for a job.

Select the industry or industries you are interested in.

Enter an occupation. You can select up to five.

Enter a job location. You can choose more than one.
Select “browse” to find your resume.

Click on the folder where your resume can be found. Click Open to upload your resume.

TIP: You can have your resume on a Flash Drive to upload.

Once you have found your resume, click “Create.”

TIP: Once you upload a resume, employers will be able to search based on the information you have provided, so make sure you are using appropriate grammar and punctuation.
1. Where can I learn more information about the OhioMeansJobs-Readiness Seal?

Please visit the Ohio Department of Education’s website at education.ohio.gov and search for OhioMeansJobs-Readiness Seal for further information; or

Go to successbound.ohio.gov and search for OhioMeansJobs-Readiness Seal for more information.

2. Where can I learn more information about Reporting Tools?

Please visit the Ohio Department of Education’s website at education.ohio.gov and search for Career Connections. Once on the Career Connections homepage, scroll to the center of the page and find the icon for OhioMeansJobs K-12. From the OhioMeansJobs K-12 page, scroll to the Reporting Tools header for more information.