



# OhioMeansJobs READINESS SEAL REPORTING GUIDE

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





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## 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](http://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](#)

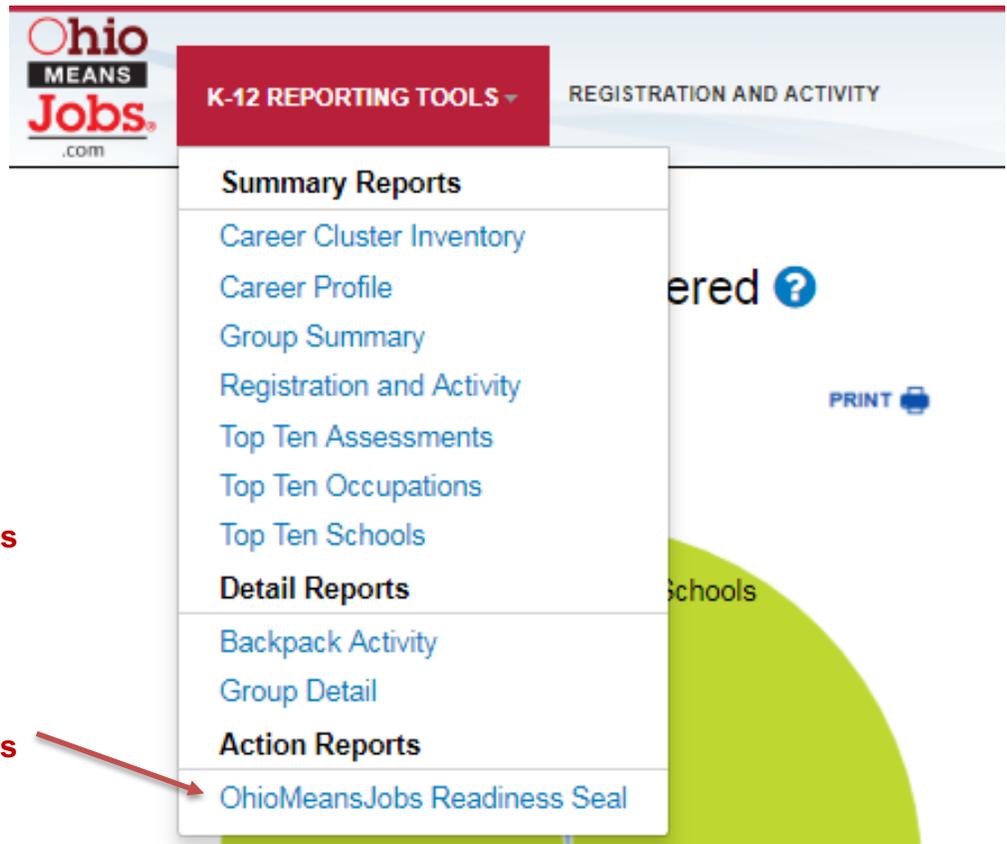


## Assigning the Seal

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.

**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.**



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



Enacted as part of Am. Sub H.B. 49, the seal recognizes high school graduates who meet criteria showing they are prepared to contribute to the workplace and their communities. By clicking “I understand” and proceeding to the interface, you are agreeing that the students receiving designation have met all the requirements and the designated school administrator has provided final validation of completion.

[Go Back To Previous Page](#)

[I understand, continue](#)



## Assigning the Seal



### OhioMeansJobs Readiness Seal?

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

Graduation Years  
From: 2018 To: 2026

Group Names  
My Districts  
Group Management

PRINT  
EXPORT

Search...

Seal Status	Last Name	Middle Name	First Name	Email Address	School
<input checked="" type="checkbox"/>			Thomas-Joseph	-joseph.harvey@k12admin.org	Hilliard Bradley High School
<input checked="" type="checkbox"/>		T	Soraya	-lenai.spann@k12admin.org	Hilliard Memorial Middle Sc...
<input checked="" type="checkbox"/>			Adrian	-lucas.sarmiento@k12admin.org	Hilliard Davidson High School
<input type="checkbox"/>		M	Daimeon	-mies5767@k12admin.org	Jefferson Junior High School
<input checked="" type="checkbox"/>			Elisa	.091515@k12admin.org	Hilliard Bradley High School
<input checked="" type="checkbox"/>			Daxton	.6@k12admin.org	Hilliard Memorial Middle Sc...
<input checked="" type="checkbox"/>			isabel	.aaron@k12admin.org	Hilliard Station Sixth Grade ...
<input checked="" type="checkbox"/>			Ashley	.abad@k12admin.org	Hilliard Davidson High School
<input checked="" type="checkbox"/>			Ghemar	.abdeljabbar@k12admin.org	Hilliard Memorial Middle Sc...

ADD ALL REMOVE ALL

Showing 1 - 50 of 11257  
<< PREVIOUS NEXT >>

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

Seal Status	Last Name	Middle Name	First Name
<input checked="" type="checkbox"/>	Squints		Mr
<input type="checkbox"/>	Test		Anh
<input checked="" type="checkbox"/>	lang		ed
<input type="checkbox"/>	Tischer		Jamie
<input type="checkbox"/>	Account		Fake



## Assigning the Seal

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

Ohio Means Jobs Readiness Seal

Do you want to **add** a seal for **Manual Migration K12** with e-mail 'MMIG@MONSTER.COM'?

Ohio MEANS Jobs.com K-12 REPORTING TOOLS OHIO MEANS JOBS READINESS SEAL OhioMeansJobs K-12 Site MICHAEL Nichols District Access

ADD SEAL CLOSE

### OhioMeansJobs Readiness Seal

Graduation Years  
From: 2018 To: 2026

Group Names  
My Districts  
Group Management

PRINT EXPORT

Search...

Seal Status	Last Name	Middle Name	First Name	Email Address	School
<input checked="" type="checkbox"/>			Thomas-Joseph	-joseph.harvey@k12admin.org	Hilliard Bradley High School
<input checked="" type="checkbox"/>		T	Soraya	-lenal.spann@k12admin.org	Hilliard Memorial Middle Sc...
<input checked="" type="checkbox"/>			Adrian	-lucas.sarmiento@k12admin.org	Hilliard Davidson High School
<input type="checkbox"/>		M	Daimeon	-mies5767@k12admin.org	Jefferson Junior High School
<input checked="" type="checkbox"/>			Elisa	.091515@k12admin.org	Hilliard Bradley High School
<input checked="" type="checkbox"/>			Daxton	.6@k12admin.org	Hilliard Memorial Middle Sc...
<input checked="" type="checkbox"/>			isabel	.aaron@k12admin.org	Hilliard Station Sixth Grade ...
<input checked="" type="checkbox"/>			Ashley	.abad@k12admin.org	Hilliard Davidson High School
<input checked="" type="checkbox"/>			Ghemar	.abdeljabbar@k12admin.org	Hilliard Memorial Middle Sc...

Showing 1 - 50 of 11257  
<< PREVIOUS NEXT >>

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.

Ohio Means Jobs Readiness Seal

Do you want to **add** seals for these 36 students?

ADD SEALS CLOSE



## Removing the Seal

OhioMeansJobs.com K-12 REPORTING TOOLS - OHIO MEANS JOBS READINESS SEAL

OhioMeansJobs K-12 Site MICHAEL Nichols District Access

### OhioMeansJobs Readiness Seal

Graduation Years  
From: 2018 To: 2026

Group Names: My Districts (Group Management)

PRINT EXPORT

Search...

All ADD ALL REMOVE ALL

Seal Status	Last Name	Middle Name	First Name	Email Address	School
<input checked="" type="checkbox"/>			Thomas-Joseph	-joseph.harvey@k12admin.org	Hilliard Bradley High School
<input checked="" type="checkbox"/>		T	Soraya	-lenai.spann@k12admin.org	Hilliard Memorial Middle Sc...
<input checked="" type="checkbox"/>			Adrian	-lucas.sarmiento@k12admin.org	Hilliard Davidson High School
<input type="checkbox"/>		M	Daimeon	-mies5767@k12admin.org	Jefferson Junior High School
<input checked="" type="checkbox"/>			Elisa	.091515@k12admin.org	Hilliard Bradley High School
<input checked="" type="checkbox"/>			Daxton	.6@k12admin.org	Hilliard Memorial Middle Sc...
<input checked="" type="checkbox"/>			isabel	.aaron@k12admin.org	Hilliard Station Sixth Grade ...
<input checked="" type="checkbox"/>			Ashley	.abad@k12admin.org	Hilliard Davidson High School
<input checked="" type="checkbox"/>			Ghemar	.abdeljabbar@k12admin.org	Hilliard Memorial Middle Sc...

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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.

Ohio Means Jobs Readiness Seal

Do you want to remove a seal for Mr Squints with e-mail '13tlcarson13@gmail.com'?

REMOVE SEAL

CLOSE



### OhioMeansJobs Readiness Seal

Graduation Years

From  To

Group Names

Group Management

PRINT  
EXPORT

Search...

Seal Status	Last Name	Middle Name	First Name	Email Address	School
<input checked="" type="checkbox"/>			Thomas-Joseph	-joseph.harvey@k12admin.org	Hilliard Bradley High School
<input checked="" type="checkbox"/>		T	Soraya	-lenai.spann@k12admin.org	Hilliard Memorial Middle Sc...
<input checked="" type="checkbox"/>			Adrian	-lucas.sarmiento@k12admin.org	Hilliard Davidson High School
<input type="checkbox"/>		M	Daimeon	-mies5767@k12admin.org	Jefferson Junior High School
<input checked="" type="checkbox"/>			Elisa	.091515@k12admin.org	Hilliard Bradley High School
<input checked="" type="checkbox"/>			Daxton	.6@k12admin.org	Hilliard Memorial Middle Sc...
<input checked="" type="checkbox"/>			isabel	.aaron@k12admin.org	Hilliard Station Sixth Grade ...
<input checked="" type="checkbox"/>			Ashley	.absd@k12admin.org	Hilliard Davidson High School
<input checked="" type="checkbox"/>			Ghemar	.abdeljabbar@k12admin.org	Hilliard Memorial Middle Sc...

Showing 1 - 50 of 11257  
<< PREVIOUS    NEXT >>

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.

Ohio Means Jobs Readiness Seal

Do you want to remove seals for these 36 students?

REMOVE SEALS

CLOSE



## 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.

A screenshot of the OhioMeansJobs Readiness Seal reporting interface. The title "OhioMeansJobs Readiness Seal" is at the top right, with a blue question mark icon next to it. Below the title are two filter sections: "Graduation Years" with "From" (2018) and "To" (2026) dropdowns, and "Group Names" with a "My Schools" dropdown and a "Group Management" link. To the right of these filters are "PRINT" and "EXPORT" buttons. At the bottom is a "Search..." text input box. Red arrows point from the text blocks to the question mark, the "Group Management" link, and the "Search..." box.

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

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



## Export and Print



### OhioMeansJobs Readiness Seal

Graduation Years  
 From: 2018 To: 2020  
 Group Names: My Districts  
 Group Management

PRINT  
EXPORT

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

Seal Status	Last Name	Middle Name	First Name	Email Address	School
<input checked="" type="checkbox"/>			Thomas-Joseph	-joseph.harvey@k12admin.org	Hilliard Bradley High School
<input checked="" type="checkbox"/>		T	Soraya	-lenai.spann@k12admin.org	Hilliard Memorial Middle Sc...
<input checked="" type="checkbox"/>			Adrian	-lucas.sarmiento@k12admin.org	Hilliard Davidson High School
<input type="checkbox"/>		M	Daimoon	-mies5767@k12admin.org	Jefferson Junior High School
<input checked="" type="checkbox"/>			Elisa	091515@k12admin.org	Hilliard Bradley High School
<input checked="" type="checkbox"/>			Daxton	.6@k12admin.org	Hilliard Memorial Middle Sc...
<input checked="" type="checkbox"/>			isabel	.aaron@k12admin.org	Hilliard Station Sixth Grade ...
<input checked="" type="checkbox"/>			Ashley	.abad@k12admin.org	Hilliard Davidson High School
<input checked="" type="checkbox"/>			Ghemar	.abdelljabbar@k12admin.org	Hilliard Memorial Middle Sc...

Showing 1 - 50 of 11257  
 << PREVIOUS NEXT >>

An example of the exported spreadsheet.

	A	B	C	D	E	F	G	H	I	J
1	OhioMeansJobs	Readiness Seal								
2										
3	Seal Status	Last Name	Middle Name	First Name	Email Address	School	Grad Year	Users Nan	Users Em	Status Change Date
4	added	Squints		Mr	13tlcarson13@gmail.com	ZzzzzzzzODE 1002026		Amy Dum	Amy.Dum	2/25/2019 11:32
5	removed	Test		Anh	anhcvu1@gmail.com	ZzzzzzzzODE 1002026		Amy Dum	Amy.Dum	2/17/2019 21:00
6	removed	lang		ed	ed@k121.com	ZzzzzzzzODE 1002018		Amy Dum	Amy.Dum	2/17/2019 21:00
7	removed	Tischer		Jamie	jtischer0618@gmail.com	ZzzzzzzzODE 1002020		Amy Dum	Amy.Dum	2/17/2019 21:00
8	removed	Account		Fake	justinscott596@gmail.com	ZzzzzzzzODE 1002023		Amy Dum	Amy.Dum	2/17/2019 21:00
9	removed	Mack		Kayla	kayla.mack@educu	ZzzzzzzzODE 1002025		Amy Dum	Amy.Dum	2/17/2019 21:00
10	added	Denney		Kyle	kyle.denney@emsi	ZzzzzzzzODE 1002023		Amy Dum	Amy.Dum	2/19/2019 11:04
11	removed	Lovevan	Bellami	Elyse	loveman.elyse2021	ZzzzzzzzODE 1002021		Amy Dum	Amy.Dum	2/17/2019 21:00
12	removed	Migration K12		Manual	MMIG@MONSTER.	ZzzzzzzzODE 1002023		Amy Dum	Amy.Dum	2/17/2019 21:00
13	removed	Squints		Mister	momomomomo@i	ZzzzzzzzODE 1002026		Amy Dum	Amy.Dum	2/17/2019 21:00
14	removed	Name Wright		Leslie	namenamename@name	ZzzzzzzzODE 1002019		Amy Dum	Amy.Dum	2/17/2019 21:00
15	removed	Name		Lucy	namenamename2@nam	ZzzzzzzzODE 1002019		Amy Dum	Amy.Dum	2/17/2019 21:00
16	removed	Name		Lucifer	namenamename3@nam	ZzzzzzzzODE 1002019		Amy Dum	Amy.Dum	2/17/2019 21:00
17	added	Testinger		OMJ K-12	omjk12test@jfs.oh	ZzzzzzzzODE 1002026		Amy Dum	Amy.Dum	2/18/2019 10:57
18	removed	TeachCANNOTSeebackpack		Over13	Over13TeachCANN	ZzzzzzzzODE 1002026		Amy Dum	Amy.Dum	2/17/2019 21:00
19	removed	TeachSeebackpack		Over13	Over13TeachSeeba	ZzzzzzzzODE 1002026		Amy Dum	Amy.Dum	2/17/2019 21:00
20	added	Cardinal		Owen	owen123@fakema	ZzzzzzzzODE 1002021		Amy Dum	Amy.Dum	2/19/2019 11:50
21	removed	Trainer		Owen	owentrainer123@f	ZzzzzzzzODE 1002022		Amy Dum	Amy.Dum	2/17/2019 21:00
22	removed	Eleven		Sample	Sample11@gmail.c	ZzzzzzzzODE 1002021		Amy Dum	Amy.Dum	2/17/2019 21:00
23	removed	Stearns		Robert	seth.stearns@emsi	ZzzzzzzzODE 1002021		Amy Dum	Amy.Dum	2/17/2019 21:00
24	removed	Squints		Mister	Squints@squints.c	ZzzzzzzzODE 1002018		Amy Dum	Amy.Dum	2/17/2019 21:00
25	added	Sample		Sara	student1212@gmail	ZzzzzzzzODE 1002021		Amy Dum	Amy.Dum	2/19/2019 10:13
26	removed	Student		Ima	student200@gmail	ZzzzzzzzODE 1002021		Amy Dum	Amy.Dum	0001-01-01 00:00:00
27	removed	Example		Student	studentexample@t	ZzzzzzzzODE 1002023		Amy Dum	Amy.Dum	2/17/2019 21:00
28	removed	Squints		Mister	t@t.net	ZzzzzzzzODE 1002024		Amy Dum	Amy.Dum	2/17/2019 21:00
29	removed	Squints		Mister	teresalcarson@yah	ZzzzzzzzODE 1002018		Amy Dum	Amy.Dum	2/17/2019 21:00

## What reports are available in Reporting Tools?

Follow the guide below to learn about the following reports:



[Group Summary](#)

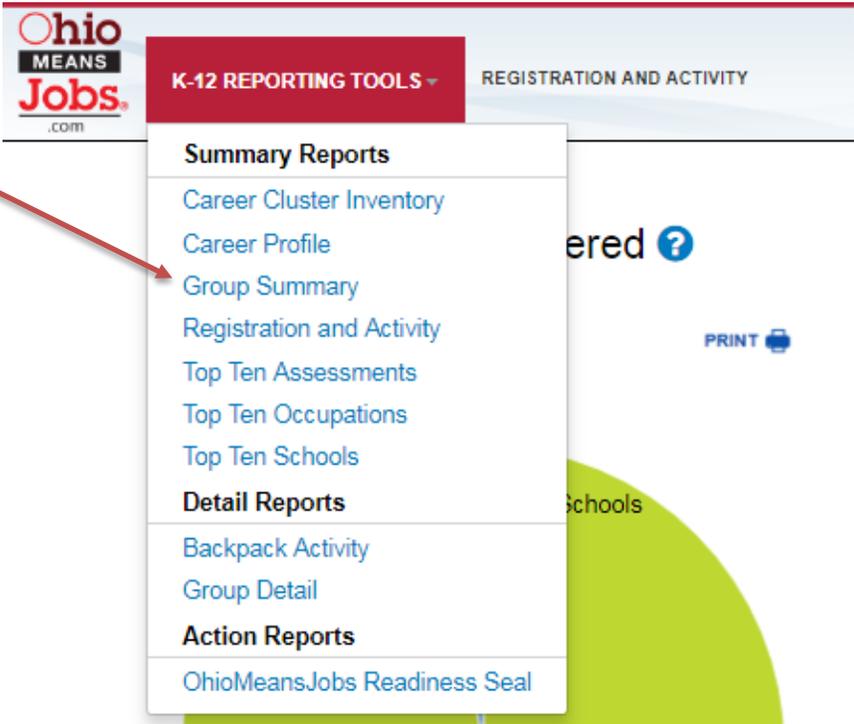
[Group Detail](#)

[Backpack Activity](#)



## Group Summary Report

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



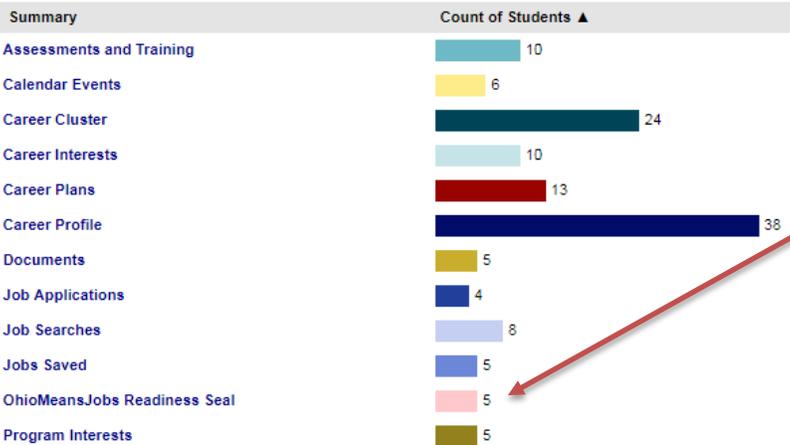
Users can filter the data set by graduation year.

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

### Group Summary ?

Graduation Years  
From  To

Group Name



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 ...

OhioMeansJobs Readiness Seal PRINT

Results: 2  
# of Students: 5

**CLOSE** **EXPORT**

Select	Schools	# of Students	
<input type="checkbox"/>	ZzzzzzzODE Test School	5	

Group Summary > 2018 - 2026 > My Schools

... Users can export or print the list of students.

OhioMeansJobs Readiness Seal > ZzzzzzzODE Test School PRINT

Results: 5  
# of Students: 5

**CLOSE** **EXPORT** **BACK**

Student Name	Email	Grad Year	
Cardinal, Owen	owen123@fakemail.net	2021	
Denney, Kyle	kyle.denney@emsi.com	2023	
Lang, Ed *	ed@k121.com	2018	
Squints, Mr	13tlcarson13@gmail.com	2026	
Testinger, Omj K-12	omjk12test@jfs.ohio.gov	2026	

Group Summary > 2018 - 2026 > My Schools

\* Students marked with an asterisk (\*) have opted out of detail 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.

### Group Detail ?

Group Name:

Graduation Year From:

Graduation Year To:

Date From:

Date To:

Dates Must Be In Format: MM/DD/YYYY

GO

PRINT

EXPORT

Users can export or print the list of students.

An example of the exported spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Group Detail													
2														
3	Student N	Student E	Parent Em	School	Graduatio	(\$)	Target	Assessme	Calendar	Career Clu	Career Pro	Career Int	Career Pla	Documen
4	Brown, Yo	ystewart5	ystewart5	ZzzzzzzzOl	2022	0	0	0	0	0	0	0	0	0
5	Cardinal,	owen123@fakemail.	ZzzzzzzzOl	2021	0	0	0	0	0	0	0	0	0	0
6	Denney, K	kyle.denney@emsi.	ZzzzzzzzOl	2023	0	0	0	0	0	0	0	0	0	0
7	Eleven, Se	Sample11@gmail.co	ZzzzzzzzOl	2021	0	0	0	0	0	0	0	0	0	0
8	Example,	studentexample@gi	ZzzzzzzzOl	2023	0	0	0	0	0	0	0	0	0	0
9	Loveman,	loveman.elyse2021@	ZzzzzzzzOl	2021	0	0	0	0	0	0	0	0	0	0
10	Migration,	MMIG@MONSTER.CI	ZzzzzzzzOl	2023	0	0	0	16	6	2	0	0	0	0
11	Name, Lu	(namename3@name	ZzzzzzzzOl	2019	0	0	0	0	0	0	0	0	0	0
12	Name, Lu	(namename2@name	ZzzzzzzzOl	2019	0	0	0	0	0	0	0	0	0	0
13	Name, Wr	(namename@name.c	ZzzzzzzzOl	2019	0	0	0	0	0	0	0	0	0	0
14	Sample, S	student1212@gmail.	ZzzzzzzzOl	2021	0	0	0	0	0	0	0	0	0	0
15	Squints,	lSquints@squints.co	ZzzzzzzzOl	2018	0	0	0	0	0	0	0	0	0	0
16	Squints,	l13tlcarson13@gmail	ZzzzzzzzOl	2026	0	0	0	16	0	0	0	0	0	0
17	Stearns,	R seth.stearns@emsi.	ZzzzzzzzOl	2021	0	0	0	0	0	0	0	0	0	0
18	Student,	l student200@gmail.c	ZzzzzzzzOl	2021	2	0	6	11	0	0	0	0	0	0



## Group Detail Report

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

Group Detail									
Search Student Name					SEARCH		Items per page: 50		
Showing 1 - 23 of 23									
Student Name	Documents	Job Applications	Jobs Saved	Jobs Searched	OhioMeansJobs Readiness Seal	Resume	Scholarship Interests	School Interests	
Squints, Mr	0	0	0	0	9	1	0	0	
Denney, Kyle	0	0	0	0	5	0	0	0	
Student, Ima	0	0	0	0	4	0	0	0	
Testinger, OMJ, K-12	0	0	0	0	4	2	0	0	
Training, Test	0	0	0	0	4	0	0	0	
Sample, Sara	0	0	0	0	3	0	0	0	
Cardinal, Owen	0	0	0	0	2	0	0	0	
Migration, K12, Manual	0	0	0	1	2	0	0	0	
Name, Wright, Leslie	0	0	0	0	2	0	0	0	
Tischer, Jamie	0	0	0	0	2	0	0	0	

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.

Detail for 'Squints, Mr' regarding 'OhioMeansJobs Readiness Seal'			
Status	Users Name	Users Email	Date Saved
added	Kyle Denney	kyle.denney@emsi.com	Feb 14 2019 8:43PM
added	Kyle Denney	kyle.denney@emsi.com	Feb 15 2019 1:04AM
added	Robert Stearns	seth.stearns@emsi.com	Feb 15 2019 7:06PM
added	Robert Stearns	seth.stearns@emsi.com	Feb 17 2019 9:14PM
added	Amy Dumbaugh	Amy.Dumbaugh@jfs.ohio.gov	Feb 25 2019 11:32AM
removed	Robert Stearns	seth.stearns@emsi.com	Feb 21 2019 5:06PM
removed	Robert Stearns	seth.stearns@emsi.com	Feb 17 2019 9:00PM
removed	Kyle Denney	kyle.denney@emsi.com	Feb 15 2019 1:10AM
removed	Kyle Denney	kyle.denney@emsi.com	Feb 14 2019 8:44PM

Count of Details: 9



## 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 limit results by adding to/from activity dates.

Users can print results.

The screenshot shows the 'Backpack Activity' reporting interface. At the top, there is a navigation bar with the OhioMeansJobs.com logo, 'K-12 REPORTING TOOLS', and 'BACKPACK ACTIVITY'. The user is logged in as 'MICHAEL Nichols' with 'District Access'. The main heading is 'Backpack Activity'. The form contains the following fields:

- District:** A dropdown menu with 'Hilliard City' selected.
- School:** A dropdown menu with 'Hilliard Bradley High School' selected.
- Student:** An empty dropdown menu.
- Date From:** A date input field with '11/14/2018' and a calendar icon.
- Date To:** A date input field with '02/12/2019' and a calendar icon.
- Instructions:** 'Dates Must Be In Format: MM/DD/YYYY'.
- Buttons:** A blue 'GO' button and a 'PRINT' button with a printer icon.

Below the form, there are three green buttons for further reporting options, each with a search field and a plus sign:

- Career Cluster Inventory
- Career Profile
- Career Plans

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.

**Search Again**  
Dates Must Be In Format: MM/DD/YYYY

**GO**  
PRINT

**Aaron S**  
Hilliard Bradley High School, Class of 2019  
Email: eep.khaira@k12admin.org  
11/14/2018 - 02/12/2019

**EXPORT** **COLLAPSE ALL** **EXPAND ALL**

**Career Cluster Inventory** Search

Career Cluster	Ranking	Completed
----------------	---------	-----------

**Career Profile** Search

**OhioMeansJobs Readiness Seal** Search

Status	Date
Awarded	2/11/2019 9:48:35 PM

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 a Resume in OhioMeansJobs.com

## 6

### 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."

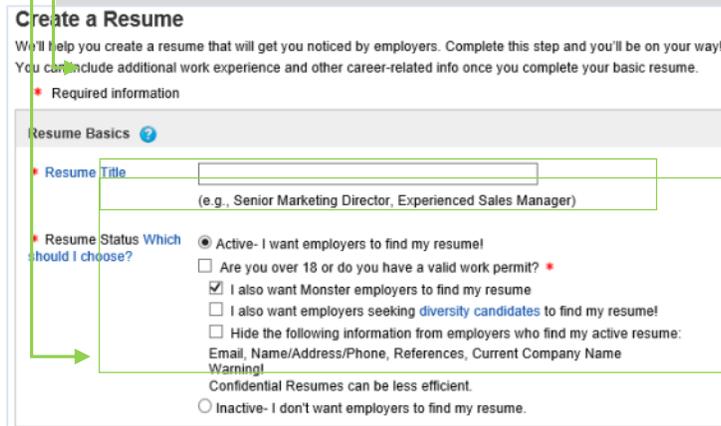
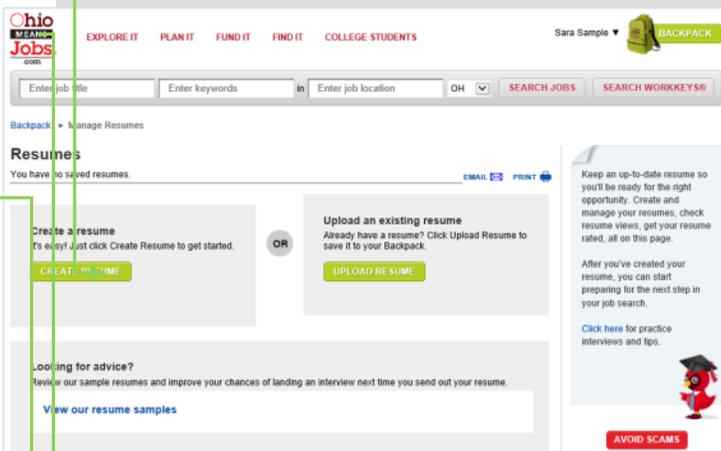
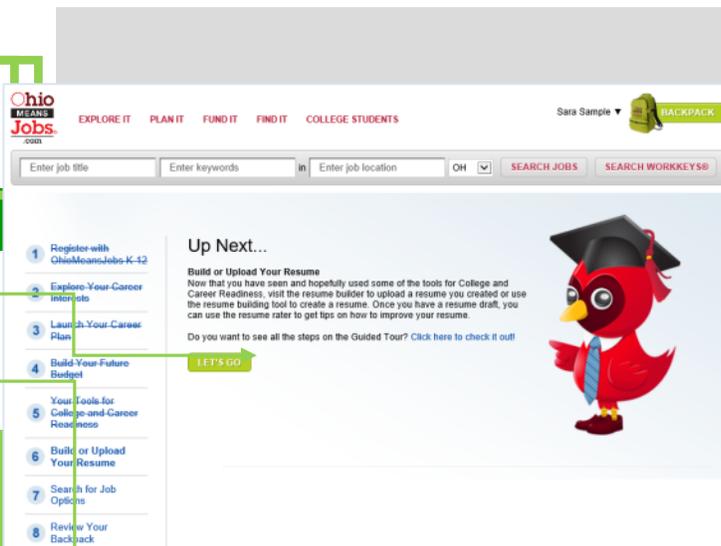
- Select a resume status.

#### 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.



# Build a Resume in OhioMeansJobs.com

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.

# Build a Resume in OhioMeansJobs.com

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.

**Target Job** ?

Tell us about the type of job you'd like to find.

\* Job Type (select all that apply)

Employee  Student/Intern  
 Temporary/Contract/Project  Seasonal

\* Job Status (select all that apply)

Full-Time  Part-Time  Per Diem

Desired Salary/Wage  USD

(commas, periods allowed - i.e., 60,000.00)

\* Target Job Titles (enter up to 2 Job titles)

Job Title	Years of Relevant Experience
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

\* Industry (select up to 10)  
Select your desired industries. Your selections are listed on the right. To remove an industry from your list, click the "X" next to it.

<input type="checkbox"/> Accounting and Auditing Services <input type="checkbox"/> Advertising and PR Services <input type="checkbox"/> Aerospace and Defense <input type="checkbox"/> Agriculture/Forestry/Fishing <input type="checkbox"/> Architectural and Design Services <input type="checkbox"/> Automotive and Parts Mfg <input type="checkbox"/> Automotive Sales and Repair Services <input type="checkbox"/> Banking <input type="checkbox"/> Biotechnology/Pharmaceuticals <input type="checkbox"/> Broadcasting, Music, and Film	<b>Industries</b> <input type="button" value="Remove"/>
--	---

\* Occupation (select up to 5) ?

Quick Find

Click the plus sign next to a job category to see its occupations, and select the desired occupations. Your selections are listed on the right. To remove an occupation from your list, click the "X" next to it.

<input checked="" type="checkbox"/> Accounting/Finance/Insurance <input checked="" type="checkbox"/> Administrative/Clerical <input checked="" type="checkbox"/> Agriculture, Forestry, & Fishing <input checked="" type="checkbox"/> Banking/Real Estate/Mortgage Professionals <input checked="" type="checkbox"/> Biotech/R&D/Science <input checked="" type="checkbox"/> Building Construction/Skilled Trades <input checked="" type="checkbox"/> Business/Strategic Management <input checked="" type="checkbox"/> Creative/Design <input checked="" type="checkbox"/> Customer Support/Client Care <input checked="" type="checkbox"/> Editorial/Writing <input checked="" type="checkbox"/> Education/Training <input checked="" type="checkbox"/> Engineering	<b>Occupations</b> <input type="button" value="Remove"/>
--	--

**Target Job Locations** ?

Job Location  
 Only near , , OH  
 I'm interested in other locations

Where would you like to work?

Location 1

Location 2 (optional)

Location 3 (optional)

**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.

The screenshot shows the OhioMeansJobs.com website interface. At the top, there is a navigation bar with links for 'EXPLORE IT', 'PLAN IT', 'FUND IT', 'FIND IT', and 'COLLEGE STUDENTS'. Below this is a search bar with fields for 'Enter job title', 'Enter keywords', and 'Enter job location', along with a dropdown for 'OH' and buttons for 'SEARCH JOBS' and 'SEARCH WORKKEYS®'. A sidebar on the left lists steps from 1 to 8, with step 4 'Build or Upload Your Resume' highlighted. The main content area shows 'Up Next...' with instructions to build or upload a resume and a 'LET'S GO' button. Below this is a 'Resumes' section with options to 'Create a resume' or 'Upload an existing resume'. The 'Create a Resume' section is expanded, showing 'Resume Basics' with a 'Resume Title' field and a 'Resume Status' section. The 'Resume Status' section has two options: 'Active-I want employers to find my resume!' (selected) and 'Inactive-I don't want employers to find my resume.' The 'Active' option includes several checkboxes: 'Are you over 18 or do you have a valid work permit?' (checked), 'I also want Monster employers to find my resume' (checked), 'I also want employers seeking diversity candidates to find my resume!' (unchecked), and 'Hide the following information from employers who find my active resume: Email, Name/Address/Phone, References, Current Company Name' (unchecked). A warning message states: 'Warning! Confidential Resumes can be less efficient.'

# Build a Resume in OhioMeansJobs.com

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.

**Work Experience** ?

Please enter your **most recent** work experience.  
I don't have any work experience.

\* Most Recent Employer:

\* Most Recent Job Title:

How did you find this job?

**Target Job** ?

Tell us about the type of job you'd like to find.

\* Job Type (select all that apply)

Employee  Student/Intern  
 Temporary/Contract/Project  Seasonal

---

\* Job Status (select all that apply)

Full-Time  Part-Time  Per Diem

---

Desired Salary/Wage  USD

(commas, periods allowed - i.e., 60,000.00)

---

\* Target Job Titles (enter up to 2 job titles)

Job Title	Years of Relevant Experience
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

\* Industry (select up to 10)  
Select your desired industries. Your selections are listed on the right. To remove an industry from your list, click the "X" next to it.

<input type="checkbox"/> Accounting and Auditing Services <input type="checkbox"/> Advertising and PR Services <input type="checkbox"/> Aerospace and Defense <input type="checkbox"/> Agriculture/Forestry/Fishing <input type="checkbox"/> Architectural and Design Services <input type="checkbox"/> Automotive and Parts Mfg <input type="checkbox"/> Automotive Sales and Repair Services <input type="checkbox"/> Banking <input type="checkbox"/> Biotechnology/Pharmaceuticals <input type="checkbox"/> Broadcasting, Music, and Film	<b>Industries</b> <input type="button" value="Remove"/>
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\* Occupation (select up to 5) ?

Quick Find

Click the plus sign next to a job category to see its occupations, and select the desired occupations. Your selections are listed on the right. To remove an occupation from your list, click the "X" next to it.

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--	--

**Target Job Locations** ?

Job Location

Only near , , OH  
 I'm interested in other locations

# Build a Resume in OhioMeansJobs.com

- 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.**

The screenshot illustrates the resume upload process in three stages:

- Upload a Resume Form:** The user is prompted to "Upload your existing resume by selecting a file below." There is a "Resume File:" label, a "Browse..." button, and a note: "Note: Uploaded file type must be a Microsoft Word (.doc or .docx), Plain Text (.txt), Rich Text (.rtf), or Adobe Acrobat (.pdf) file, 500 KB or smaller."
- File Explorer:** A "Choose File to Upload" window is open, showing a list of files. The file "Word Working Student" is selected and highlighted with a green box. The file name is also visible in the bottom bar of the window.
- Final Form:** The "Upload a Resume" form is shown again, but now the "Resume File:" field contains the path "C:\Users\dumbaalOneDr..." and the "Browse..." button is disabled. At the bottom of the page, there are two prominent buttons: "CREATE" and "CANCEL".



**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](http://education.ohio.gov) and search for OhioMeansJobs-Readiness Seal for further information; or

Go to [successbound.ohio.gov](http://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](http://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.