



Ohio Means Jobs Readiness Seal

A Pathway to Graduation

What is the Ohio Means jobs (OMJ) Readiness Seal?

- A set of 15 “Professional Skills” as determined by the State of Ohio.
 - These skills demonstrate students’ **personal strengths, strong work ethic, and professional experience** businesses need.

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|----------------------|---------------------------------------|
| 1. Drug-Free | 9. Team Work |
| 2. Reliability | 10. Creativity/Innovation |
| 3. Punctuality | 11. Global Fluency |
| 4. Professionalism | 12. Learning Agility |
| 5. Work Ethic | 13. Critical Thinking/Problem Solving |
| 6. Discipline | 14. Communication |
| 7. Leadership | 15. Digital Technology |
| 8. Career Management | |



Why am I here?

- Obtaining the OhioMeansJobs-Readiness Seal is a requirement for all MVCTC seniors.

How will this help me?

- Career Readiness Skills
- Graduate
- Contribute Positively to a Global Society

What do I need to know?

- Students who **do not** obtain the OMJ-Readiness Seal **will not** be eligible to participate in the MVCTC Senior Recognition Ceremony.
- Students who **do not** obtain the OMJ-Readiness Seal **will not** receive a Certificate of Recognition at the end of the year.
- The OMJ-Readiness Seal accounts for 10% of 4th quarter lab grade.



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.
 - a. 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 **three** different mentors and **at least one** mentor must be from outside of the school.
 - b. A mentor could include one of the following people:
 - i. Teacher, principal, counselor
 - ii. Employer
 - iii. Church Leader
 - iv. Other (please get prior approval)
4. When the OMJ Verification form is completed and signed by both you and your mentors, please turn it in to your assigned administrator or guidance counselor.

OMJ Skill #1: Drug-Free

Expectation: The student pledges to be drug-free and SuccessBound 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 to influence those around them.



OMJ Skill #2: Reliability

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

Action: The student...

- Manages commitments.
- Is respectful of time (own as well as others).
- Adheres to standard operating procedures.
- Adheres to organizational values and principles.



OMJ Skill #3: Punctuality

Expectation: The student arrives to commitments on time and ready to contribute.

Action: The student...

- Arrives on time.
- Is prepared for assigned tasks.
- Displays initiative to begin tasks.



OMJ Skill #4: Professionalism

Expectation: The student demonstrates honesty. He or she dresses and acts appropriately and responsibly. He or she learns from mistakes.

Action: The student...

- Maintains an appropriate appearance.
- Demonstrates ethical behavior.
- Resolves the needs of customers in a timely and professional manner, but may need assistance.
- Builds and maintains respectful relationships with others.
- Accepts personal responsibility.
- Learns from mistakes.



OMJ Skill #5: Work Ethic

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

Action: The student...

- Works hard to complete all assignments on time with frequent objectives met ahead of schedule.
- Maintains a positive attitude and disposition.
- Is respectful to authority figures.
- Exercises initiative and personal time management.
- Takes advantage of growth opportunities.



OMJ Skill #6: Discipline

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

Action: The student...

- Follows rules and regulations.
- Is a self-starter.
- Stays on task with minimal distractions.



OMJ Skill #7: 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: The student...

- Leads within a position.
- Effectively prioritizes and delegates tasks.
- Clearly states expected standards for tasks.
- Enhances team performance.
- Fosters motivation.
- Enhances team morale.



OMJ Skill #8: 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: The student...

- Establishes initial goals aligned to selected career pathway.
- Can articulate short-term and long-term plans and steps to achieve them.
- Uses strengths and manages weaknesses.
- Takes advantage of opportunities for self-development.
- Utilizes mentor to refine career plan.



OMJ Skill #9: Teamwork/Collaboration

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

Action: The student...

- Accepts responsibility for assignments.
- Contributes to team projects.
- Encourages some members to use personal strengths to achieve a common goal.



OMJ Skill #10: 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.

Action: The student...

- Generates and communicates original ideas.
- Demonstrates the ability to think differently.
- Contributes energy and ideas within a team to find solutions.



OMJ Skill #11: Global/Intercultural Fluency

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

Action: The student...

- Values and respects people from known cultures.
- Takes advantage of opportunities that facilitate growth in cultural diversity.
- Accepts another's culture as part of his or her working relationship.
- Participates in cultural awareness conversations.



OMJ Skill #12: Learning Agility

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

Action: The student...

- Takes advantage if opportunities to expand knowledge.
- Considers how knowledge and experiences apply to the situation.
- Occasionally shares insights gained with others.

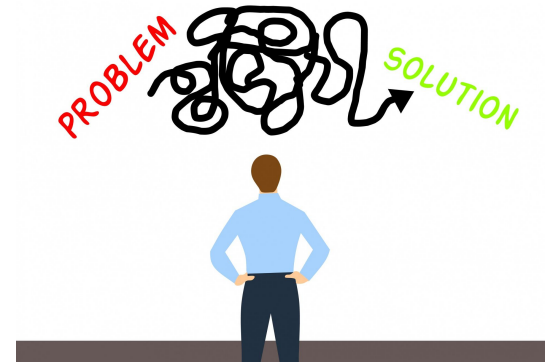


OMJ Skill #13: Critical Thinking/ Problem Solving

Expectation: The student exercises strong decision-making skills, analyzes issues effectively, and thinks critically to overcome problems.

Action: The student...

- Identifies and examines problems, considers risks, and proposes solutions.
- May need assistance to anticipate issues
- and navigate challenging situations.



OMJ Skill #14: Oral & Written Communication

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

Action: The student...

- Speaks clearly and expressively with little hesitation.
- Uses appropriate tone and volume consistently.
- Is well-poised and engages the audience.
- Communicates meaning with clarity and fluency.
- Has few grammar and spelling errors.
- Follows conventions of selected writing style (APA, MLA, Chicago).
- Demonstrates detailed and precise writing.



OMJ Skill #15: Digital Technology

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

Action: The student...

- Is proficient in the use of current digital technologies, but may require assistance in selection of appropriate technology for the setting.
- Uses existing and emerging technologies to solve problems, complete tasks, and accomplish goals.
- Can demonstrate existing and emerging technologies to others.



Reminder

As a reminder:

1. You **must** complete a verification form.
2. Each skill requires an evidence statement.
 - a. 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 **three** different mentors and **at least one** mentor must be from outside of the school.
 - b. A mentor could include one of the following people:
 - i. Teacher, principal, counselor
 - ii. Employer
 - iii. Church Leader
 - iv. Other (please get prior approval)
4. When the OMJ Verification form is completed and signed by both you and your mentors, please turn it in to your assigned administrator or guidance counselor.
5. Once you have completed steps 1-4, you are finished! Congratulations on earning your OhioMeansJobs-Readiness Seal!