



**OhioMeansJobs-Readiness Seal**  
Mentor Skill Proficiency Validation

Student Name: \_\_\_\_\_

Partner School: \_\_\_\_\_

Program: \_\_\_\_\_

Verifier: \_\_\_\_\_

**Drug-Free Pledge**

- I 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.

**Student Signature:**

Although a commitment to being drug-free may not qualify as a “skill,” this quality is equally important to employers. By signing this pledge, you commit to being drug-free.

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Date: \_\_\_\_\_



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**Professional Skill Observed: Reliability**

<b>Definition:</b>	The student has integrity and responsibility in professional settings.		
<b>Proficiency Target:</b> (with limited supervision)	Manages commitments and is respectful of time (own as well as others) and trustworthy. Adheres to standard operating procedures and organizational values and principles.		
<b>Student Evidence:</b>			
<b>Demonstration Setting:</b> (please check one)	School <input type="checkbox"/>	Work <input type="checkbox"/>	Community <input type="checkbox"/>
<b>Mentor Comments:</b>			

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**Professional Skill Observed: Work Ethic**

<b>Definition:</b>	The student has effective work habits, personal accountability, and a determination to succeed.
<b>Proficiency Target:</b> (with limited supervision)	Works hard to complete all assignments on time, with frequent objectives met ahead of schedule. Maintains a positive attitude and disposition and is respectful of those in authority. Exercises initiative and personal time management. Takes advantage of growth opportunities.
<b>Student Evidence:</b>	
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**Professional Skill Observed: Punctuality**

<b>Definition:</b>	The student arrives to commitments on time and ready to contribute.		
<b>Proficiency Target:</b> (with limited supervision)	Arrives on time and prepared for assigned tasks. Displays initiative to begin tasks.		
<b>Student Evidence:</b>			
<b>Demonstration Setting:</b> (please check one)	School <input type="checkbox"/>	Work <input type="checkbox"/>	Community <input type="checkbox"/>
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**Professional Skill Observed: Discipline**

<b>Definition:</b>	The student abides by guidelines, demonstrates self-control, and stays on task.		
<b>Proficiency Target:</b> (with limited supervision)	Follows rules and regulations. Self-starter. Stays on task with minimal distractions.		
<b>Student Evidence:</b>			
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**Professional Skill Observed: Teamwork/Collaboration**

<b>Definition:</b>	The student builds collaborative relationships with others and can work as part of a team.		
<b>Proficiency Target:</b> (with limited supervision)	Accepts responsibility for assignments and contributes to team projects. Encourages some members to use personal strengths to achieve a common goal.		
<b>Student Evidence:</b>			
<b>Demonstration Setting:</b> (please check one)	School <input type="checkbox"/>	Work <input type="checkbox"/>	Community <input type="checkbox"/>
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**Professional Skill Observed: Professionalism**

<b>Definition:</b>	The student demonstrates honesty. The student dresses and acts appropriately and responsibly. The student learns from mistakes.
<b>Proficiency Target:</b> (with limited supervision)	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 and learns from mistakes.
<b>Student Evidence:</b>	
<b>Demonstration Setting:</b> (please check one)	School <input type="checkbox"/> Work <input type="checkbox"/> Community <input type="checkbox"/>
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**Professional Skill Observed: Learning Agility**

<b>Definition:</b>	The student desires to continuously learn new information and skills.		
<b>Proficiency Target:</b> (with limited supervision)	Takes advantage of opportunities to expand knowledge. Considers how knowledge and experiences apply to the situation. Occasionally shares insights gained with others.		
<b>Student Evidence:</b>			
<b>Demonstration Setting:</b> (please check one)	School <input type="checkbox"/>	Work <input type="checkbox"/>	Community <input type="checkbox"/>
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**Professional Skill Observed: Critical Thinking/Problem-Solving**

<b>Definition:</b>	The student exercises strong decision-making skills, analyzes issues effectively, and thinks creatively to overcome problems.		
<b>Proficiency Target:</b> (with limited supervision)	Identifies and examines problems, considers risks, and proposes solutions. May need assistance to anticipate issues and navigate challenging situations.		
<b>Student Evidence:</b>			
<b>Demonstration Setting:</b> (please check one)	School <input type="checkbox"/>	Work <input type="checkbox"/>	Community <input type="checkbox"/>
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**Professional Skill Observed: Leadership**

<b>Definition:</b>	The student leverages strengths of others to achieve common goals. The student coaches and motivates peers and can prioritize and delegate work.		
<b>Proficiency Target:</b> (with limited supervision)	Leads within position. Effectively prioritizes and delegates tasks and clearly delineates expected standards. Enhances team performance, fosters motivation, and enhances morale.		
<b>Student Evidence:</b>			
<b>Demonstration Setting:</b> (please check one)	School <input type="checkbox"/>	Work <input type="checkbox"/>	Community <input type="checkbox"/>
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**Professional Skill Observed: Creativity/Innovation**

<b>Definition:</b>	The student is original and inventive. The student communicates new ideas to others, drawing on knowledge from different fields to find solutions.
<b>Proficiency Target:</b> (with limited supervision)	Generates and communicates original ideas. Demonstrates ability to think differently. Contributes energy and ideas within a team to find solutions.
<b>Student Evidence:</b>	
<b>Demonstration Setting:</b> (please check one)	School <input type="checkbox"/> Work <input type="checkbox"/> Community <input type="checkbox"/>
<b>Mentor Comments:</b>	

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**Professional Skill Observed: Oral & Written Communication**

<b>Definition:</b>	The student articulates thoughts and ideas clearly and effectively in written and oral forms.
<b>Proficiency Target:</b> (with limited supervision)	<u>Oral</u> : Speaks clearly and expressively with little hesitation. Tone and volume are appropriate and consistent. Well-poised and engages audience. <u>Written</u> : Communicates meaning with clarity and fluency and has few grammar and spelling errors. Follows conventions of selected writing style (for example, APA, Chicago, MLA). Writing is detailed and precise.
<b>Student Evidence:</b>	
<b>Demonstration Setting:</b> (please check one)	School <input type="checkbox"/> Work <input type="checkbox"/> Community <input type="checkbox"/>
<b>Mentor Comments:</b>	

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**Professional Skill Observed: Digital Technology**

<b>Definition:</b>	The student has an in-depth understanding of current and emerging technology and leverages technology to solve problems, complete tasks, and accomplish goals.
<b>Proficiency Target:</b> (with limited supervision)	Is proficient in the use of current digital technologies, but may require assistance to select 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.
<b>Student Evidence:</b>	
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**Professional Skill Observed: Global Fluency**

<b>Definition:</b>	The student values, respects, and learns from diverse groups of people.		
<b>Proficiency Target:</b> (with limited supervision)	Values and respects people from known cultures. Takes advantage of opportunities that facilitate growth in cultural diversity. Accepts another's culture as a part of the working relationship. Participates in cultural awareness conversations.		
<b>Student Evidence:</b>			
<b>Demonstration Setting:</b> (please check one)	School <input type="checkbox"/>	Work <input type="checkbox"/>	Community <input type="checkbox"/>
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**Professional Skill Observed: Career Management**

<b>Definition:</b>	The student is a self-advocate. The student articulates strengths, knowledge, and experiences relevant to success in a job or post-secondary education.
<b>Proficiency Target:</b> (with limited supervision)	Has established initial goals aligned to a selected career pathway. Can articulate short-term and potentially 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.
<b>Student Evidence:</b>	
<b>Demonstration Setting:</b> (please check one)	<p align="center"> <b>School</b> <input type="checkbox"/>                                          <b>Work</b> <input type="checkbox"/>                                          <b>Community</b> <input type="checkbox"/> </p>
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