



OhioMeansJobs-Readiness Seal
Student Checklist

Student Name: _____

Program: _____

Verifier: _____

Partner School: _____

Use the checklist below to document your progress on earning the OhioMeansJobs-Readiness Seal.

| Complete | Requirement: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|--|----------|--------------------|--|----------------|--|---------------|--|----------------|--|---------------|--|---------------------------|--|--------------------|--|---------------------|--|--------------------------------------|--|---------------|--|---------------------------|--|------------------------------------|--|------------------------|--|----------------------------------|--|-----------------------|
| | 1. Sign and submit the Drug-Free Pledge. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Submit signed mentor verification sheets for each of the 14 professional skills (must be signed by both you and the mentor) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%;"> <thead> <tr> <th style="background-color: #cccccc;">Complete</th> <th style="background-color: #cccccc;">Professional Skill</th> </tr> </thead> <tbody> <tr><td></td><td>1. Reliability</td></tr> <tr><td></td><td>2. Work Ethic</td></tr> <tr><td></td><td>3. Punctuality</td></tr> <tr><td></td><td>4. Discipline</td></tr> <tr><td></td><td>5. Teamwork/Collaboration</td></tr> <tr><td></td><td>6. Professionalism</td></tr> <tr><td></td><td>7. Learning Agility</td></tr> <tr><td></td><td>8. Critical Thinking/Problem-Solving</td></tr> <tr><td></td><td>9. Leadership</td></tr> <tr><td></td><td>10. Creativity/Innovation</td></tr> <tr><td></td><td>11. Oral and Written Communication</td></tr> <tr><td></td><td>12. Digital Technology</td></tr> <tr><td></td><td>13. Global/Intercultural Fluency</td></tr> <tr><td></td><td>14. Career Management</td></tr> </tbody> </table> | Complete | Professional Skill | | 1. Reliability | | 2. Work Ethic | | 3. Punctuality | | 4. Discipline | | 5. Teamwork/Collaboration | | 6. Professionalism | | 7. Learning Agility | | 8. Critical Thinking/Problem-Solving | | 9. Leadership | | 10. Creativity/Innovation | | 11. Oral and Written Communication | | 12. Digital Technology | | 13. Global/Intercultural Fluency | | 14. Career Management |
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| | 14. Career Management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Ensure professional skills were demonstrated in at least two of three environments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;">School</td> <td style="width: 33%;"></td> <td style="width: 33%;">Work</td> <td style="width: 33%;"></td> <td style="width: 33%;">Community</td> </tr> </table> | | School | | Work | | Community | | | | | | | | | | | | | | | | | | | | | | | | |
| | School | | Work | | Community | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Fill in each Mentor's contact information. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. At a minimum, three different mentors verified a professional skill. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

If all boxes are checked, please submit the completed folder with all documentation to your assigned verifier. Congratulations!