



# 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.

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



## 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 a verification form for each of the 15 OMJ skills (in your blue folder).
2. Each form requires an evidence statement.
  - a. An evidence statement is how you have demonstrated the skill.
3. Each form 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 all 15 OMJ Verification forms are completed and signed by both you and a mentor, please turn in your blue folder 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.



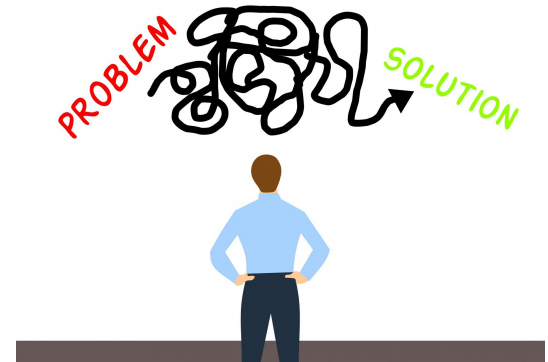


# OMJ Skill #13: Critical Thinking/ Problem Solving

**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:

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2. Each form requires an evidence statement.
  - a. An evidence statement is how you have demonstrated the skill.
3. Each form must have a mentor signature.
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4. When all 15 OMJ Verification forms are completed and signed by both you and a mentor, please turn in your blue folder 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!