



Department of Education & Workforce

OhioMeansJobs-Readiness Seal



Guidelines for Schools and Districts

Under Ohio's long-term graduation requirements, students must demonstrate readiness as a part of their pathway to earning a high school diploma. To demonstrate readiness, students must earn at least two seals, one of which must be a state-defined seal. The OhioMeansJobs-Readiness Seal is a state-defined seal.

OhioMeansJobs-Readiness Seal – General Requirements

Ohio Revised Code 3313.6112 (<http://codes.ohio.gov/orc/3313.6112>).

To earn the OhioMeansJobs-Readiness Seal, motivated high school students must demonstrate specific professional skills required for success in the workplace. Students must work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work or the community.

Download the OhioMeansJobs-Readiness Seal

<http://getattachment/Topics/Ohio-s-Graduation-Requirements/Ohio's-Graduation-Requirements/Graduation-Seals/OMJ-btn.png.aspx>



<http://getattachment/Topics/Ohio-s-Graduation-Requirements/Ohio's-Graduation-Requirements/Graduation-Seals/OMJ-btn.png.aspx>

Students will earn the OhioMeansJobs-Readiness Seal by satisfying each of the following:

1. Demonstrate proficiency in each of 14 identified professional skills; ([/getattachment/Topics/Ohio-s-Graduation-Requirements/Ohio's-Graduation-Requirements/Graduation-Seals/OhioMeansJobs-Readiness-Seal/OMJ_ReadinessSeal_Rubric.pdf.aspx?lang=en-US](https://getattachment/Topics/Ohio-s-Graduation-Requirements/Ohio's-Graduation-Requirements/Graduation-Seals/OhioMeansJobs-Readiness-Seal/OMJ_ReadinessSeal_Rubric.pdf.aspx?lang=en-US)).
2. Use the OhioMeansJobs-Readiness Seal form ([/getattachment/Topics/Ohio-s-Graduation-Requirements/Ohio's-Graduation-Requirements/Graduation-Seals/OhioMeansJobs-Readiness-Seal/OMJ-Readiness-Seal-Validation-Form.pdf.aspx?lang=en-US](https://getattachment/Topics/Ohio-s-Graduation-Requirements/Ohio's-Graduation-Requirements/Graduation-Seals/OhioMeansJobs-Readiness-Seal/OMJ-Readiness-Seal-Validation-Form.pdf.aspx?lang=en-US)) to record demonstration of each professional skill; and
3. Work with a mentor to validate demonstration of each skill across a minimum of two of the three environments. The three potential environments are: 1. School, 2. Work, and 3. Community.

[Requirements/Graduation-Seals/OMJ-](#)

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Print Guidelines

ADDITIONAL CONTENT

Professional Skills

Students must demonstrate proficiency in each of the following professional skills to meet the requirements of the OhioMeansJobs-Readiness Seal:

Drug Free - The student commits to being drug free.

Reliability - The student has integrity and responsibility in professional settings.

Work Ethic - The student has effective work habits, personal accountability and a determination to succeed.

Punctuality - The student arrives to commitments on time and ready to contribute.

Discipline - The student abides by guidelines, demonstrates self-control and stays on task.

Teamwork/Collaboration - The student builds collaborative relationships with others and can work as part of a team.

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

Learning Agility - The student desires to continuously learn new information and skills.

Critical Thinking/Problem-Solving - The student exercises strong decision-making skills, analyzes issues effectively and thinks creatively to overcome problems.

Leadership - The student leverages the strengths of others to achieve common goals. He or she coaches and motivates peers and can prioritize and delegate work.

Creativity/Innovation - The student is original and inventive. He or she communicates new ideas to others, drawing on knowledge from different fields to find solutions.

Oral and Written Communications - The student articulates thoughts and ideas clearly and effectively in written and oral forms.

Digital Technology - The student has an understanding of emerging technology and leverages technology to solve problems, complete tasks and accomplish goals.

Global/Intercultural Fluency - The student values, respects and learns from diverse groups of people.

Career Management - The student is a self-advocate. He or she articulates strengths, knowledge and experiences relevant to success in a job or postsecondary education.

MENTORSHIP AND DEMONSTRATION OF SKILLS

Students are required to document how they demonstrated each of the 15 professional skills. At least two environments must be reflected among the demonstrated skills. A minimum of three mentors must be involved in the overall validation process and sign the form. Students must choose mentors they worked with, activities they participated in and skills they demonstrated while in high school.

School: The student demonstrates professional skills in a school environment during the school day or during extracurricular activities. School mentors include teachers, school leaders (for example, administrators, advisors, or others) and coaches. These activities are separate from work-based or community-based activities.

Work: The student demonstrates professional skills in a work environment. Work mentors may include supervisors, hiring managers, experienced co-workers and others. These activities are separate from school-based or community-based activities.

Community: The student demonstrates professional skills in a community environment. Community mentors may include volunteer coordinators, faith-based leaders and others. These activities are separate from school-based or work-based activities.

Frequently Asked Questions

GENERAL QUESTIONS

What is the purpose of the OhioMeansJobs-Readiness Seal? ([#FAQ4852](#)).

When can students begin working towards earning the OhioMeansJobs-Readiness Seal? ([#FAQ4853](#)).

Who validates the student demonstrated the professional skills? ([#FAQ4854](#)).

Can students cite previous experience for skill validation? ([#FAQ4855](#)).

How many mentors must validate each skill? ([#FAQ4856](#)).

In how many environments must a student display proficiency of a skill? ([#FAQ4857](#)).

Who at each school is responsible for managing the student process for the OhioMeansJobs Readiness Seal? ([#FAQ4858](#)).

Can students use the OhioMeansJobs Readiness Seal to meet both a supporting demonstration for competency and towards the seal requirement? ([#FAQ4859](#)).

Where does the seal go? ([#FAQ4860](#)).

What is the value for students? ([#FAQ4861](#)).

How were the professional skills identified? ([#FAQ4862](#)).

What are the 15 professional skills students must demonstrate to earn the OhioMeansJobs Readiness Seal? ([#FAQ4863](#)).

General Questions

What is the purpose of the OhioMeansJobs-Readiness Seal?

The OhioMeansJobs-Readiness Seal is a designation for high school students. Its purpose is to allow students to document professional skills that have value in the workplace and can contribute to success in higher education. To earn the seal, motivated high school students must demonstrate 15 particular professional skills required for success in the workplace. High schools can print the seal on students' transcripts and diplomas to show students are ready for work.

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When can students begin working towards earning the OhioMeansJobs-Readiness Seal?

Students can begin working towards earning the seal beginning their 9th grade year.

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Who validates the student demonstrated the professional skills?

Mentors validate the student demonstrated the required professional skills. Mentors are experienced and trusted advisors who students have worked with in professional settings during high school. Students must choose three mentors to validate their demonstration of professional skills from at least two of the following environments – school, work or community.

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Can students cite previous experience for skill validation?

Yes, students can cite experiences they had at any point during their high school years. The experience must be validated by a mentor who supervised the student during that time.

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How many mentors must validate each skill?

At least one mentor is required to validate each skill. However, a minimum of three mentors must be involved in the overall validation process and are required to sign the form.

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In how many environments must a student display proficiency of a skill?

Students must demonstrate all 15 skills to earn the OhioMeansJobs-Readiness Seal. A student is only required to document how he or she demonstrated each skill in one of three possible environments – school, work or community. But, the student cannot document all 15 skills in the same environment, for example, school. At least two environments must be reflected among the demonstrated skills.

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Who at each school is responsible for managing the student process for the OhioMeansJobs Readiness Seal?

Local schools can implement the OhioMeansJobs-Readiness Seal in the ways that work best for them.

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Can students use the OhioMeansJobs Readiness Seal to meet both a supporting demonstration for competency and towards the seal requirement?

Yes, a student who earns the OhioMeansJobs Readiness Seal, can use it towards a supporting demonstration for the Career Focused alternative competency pathway. They would also meet the requirement of earning one state defined seal.

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Where does the seal go?

Students can earn the OhioMeansJobs-Readiness Seal on their transcripts and diplomas. The Ohio Department of Education developed an OhioMeansJobs-Readiness Seal image file. The image file is compatible with each school's transcript management software. Schools also may place the seal on student diplomas ordered through their diploma vendor.

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What is the value for students?

Students who earn the seal demonstrate they are ready to work. The Ohio Department of Education is working with its partners to increase awareness among business and higher education communities about the value of the seal. Students who obtain the seal will be at a competitive advantage when applying for jobs or higher education.

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How were the professional skills identified?

The Ohio Department of Education, Governor's Office of Workforce Transformation and Ohio Department of Higher Education identified an initial list of professional skills. State partners selected these skills based on reports by the National Association of Colleges and Employers, in partnership with The Conference Board, Partnership for 21st Century Skills, the Society for Human Resource Management and Corporate Voices for Working Families. To better meet the needs of Ohio businesses, state partners surveyed Ohio's business community to select the most "essential" or "important" skills for workplace success. Through the survey, 230 business leaders identified the 15 skills that students must demonstrate to earn the seal.

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What are the 15 professional skills students must demonstrate to earn the OhioMeansJobs Readiness Seal?

Students who earn the seal demonstrate the following characteristics and traits: a commitment to being drug free, reliability, a strong work ethic, punctuality, discipline, professionalism, learning agility, critical thinking and problem-solving, leadership, creativity and innovation, good oral and written communication skills, an understanding of digital technology, global and cultural fluency, and career management. You can find more information about these skills in the guidance [documents here](https://education.ohio.gov/Topics/New-Skills-for-Youth/SuccessBound/OhioMeansJobs-Readiness-Seal) (<https://education.ohio.gov/Topics/New-Skills-for-Youth/SuccessBound/OhioMeansJobs-Readiness-Seal>).

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