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## Ohio Means Jobs Readiness Seal

\_\_\_\_\_  
Student's Name (Print)

\_\_\_\_\_  
Mentor's Name (Print)

\_\_\_\_\_  
Tri Star Program

\_\_\_\_\_  
Name of Business/Employer/School

### Rating Criteria\*

- A- Expert
- B- Proficient
- C- Developing
- D- Beginner
- F- Incapable

### Type of Mentor

- \_\_\_\_\_ Community
- \_\_\_\_\_ Employer
- \_\_\_\_\_ School

- \_\_\_\_\_ **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 in-depth 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.

\_\_\_\_\_ **Was a drug screen given?** Please circle an answer below:

Yes - Passed

Yes - Failed

No – No test performed

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mentor's Signature

\_\_\_\_\_  
Date

\*For Rating Criteria and Readiness Seal information, go to [Successbound.ohio.gov](http://Successbound.ohio.gov) and search for "OhioMeanJobs-Readiness Seal".



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To Whom It May Concern:

\_\_\_\_\_ is a Tri Star student who is working on earning an Ohio Means Jobs - Readiness Seal. This endorsement will be added to the high school diploma and your help would be greatly appreciated.

**You have been chosen by the student as an Ohio Means Jobs mentor. Please complete the attached form and return it to the student.** The form will then be returned to Tri Star where it will be processed.

The Ohio Means Jobs – Readiness Seal is available through the Ohio Department of Education. To earn the seal, students must show proficiency by earning A’s and B’s in fifteen professional skills, such as punctuality, teamwork and collaboration, and critical thinking and problem solving.

Three mentors of the student’s choosing must determine proficiency by completing and signing Tri Star’s Ohio Means Jobs - Readiness Seal. These mentors must be adults from at least two of three state-prescribed areas: school, work, and community. Examples include teachers, coaches, work supervisors, or faith-based leaders.

If you have any questions, please feel free to contact me at Tri Star Career Compact at 419-586-7060. Your help is greatly appreciated!

Sincerely,

Don Berry