

OhioMeansJobs-Readiness Seal

What it Means to Employers and Institutions of Higher Education

The OhioMeansJobs-Readiness Seal

The 21st century workplace constantly is evolving. Ohio businesses report a persistent disconnect between the skills businesses seek in applicants and the skills applicants have. Many of the skills businesses seek can contribute to a student’s success in higher education as well. This skills gap is a challenge for businesses and institutions of higher education seeking talented applicants.



To determine which professional skills to include in the OhioMeansJobs-Readiness Seal criteria, the Ohio Department of Education, Governor’s Office of Workforce Transformation and Ohio Department of Higher Education identified a list of professional skills based on reports by the National Association of Colleges and Employers. From the skills list, state partners surveyed Ohio business leaders to identify the 15 skills students must demonstrate to earn the seal.

The OhioMeansJobs-Readiness Seal* is a formal designation a student can earn by demonstrating the professional skills that are required for success in the workplace. The student can earn the OhioMeansJobs-Readiness Seal by asking three or more mentors to validate that the student demonstrated the professional skills valued by Ohio businesses. The OhioMeansJobs-Readiness Seal distinguishes students who are prepared to contribute to the workplace and their communities.

To earn the OhioMeansJobs-Readiness Seal, each student must complete these steps:

1. Demonstrate proficiency** in each of 15 identified professional skills.
2. Using the OhioMeansJobs-Readiness Seal Form, record how he or she demonstrated each professional skill. 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.
3. Have each skill validated (confirmed) by at least one mentor. A mentor is an experienced advisor the student trusts. A minimum of three mentors must be involved in the overall validation process and sign the form. By signing the form, each mentor is recommending the student to a prospective employer or higher education provider.
4. The student is encouraged to secure letters of recommendation from his or her mentors. The student also may engage in career planning and career readiness activities on OhioMeansJobs.com.

*[Ohio Revised Code 3313.6112](#) establishes the OhioMeansJobs-Readiness Seal.

****Proficient:** Has a deep understanding, can achieve a high standard routinely, takes responsibility for own work, deals with complex situations, makes decisions with confidence, and sees, overall, how individual actions influence outcomes (The Dryfus Model of Skill Acquisition, <http://devmts.org.uk/dreyfus.pdf>).

Professional skills:

These are the 15 essential professional skills identified by Ohio businesses. Students must demonstrate proficiency in each of these skills to earn the 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 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.

Environments and mentors:

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

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

Students must choose mentors they worked with, activities they participated in and skills they demonstrated while in high school.

A note to business leaders: The Professional Skills Survey remains open for feedback in support of continuous improvement. To provide feedback, complete the survey here:

https://www.surveymonkey.com/r/ProfessionalSkillsSurvey_Businesses

*****Drug Free:** Although commitment to being drug free may not qualify as a “skill,” this quality is equally important to employers.