

# Planning Tool - Take 5 - The OhioMeansJobs - Readiness Seal

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Complete this form while watching or after viewing the Take 5 - [The OhioMeansJobs - Readiness Seal](#) to help identify potential mentors and plans to meet professional skill requirements.

## Table One: Identifying Mentors

Identify at least three mentors who are not related to you; this space can also be used to brainstorm possible mentors you have connected with or plan to connect with in your high school years. One mentor will need to sign off on all 14 professional skills, while the other two mentors can sign off on other professional skills listed in the second table.

Mentor	Contact Information	Environment
Name:	Company/Group: Email: Phone: Best time to connect:	School Community Work
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## Table Two: Professional Skill Planning

Identify/create a plan for how you could meet the 14 professional skills outlined in the [OhioMeansJobs-Readiness Seal Rubric](#).

14 Professional Skills from the OhioMeansJobs Readiness Seal	Standard to Meet the Skill	Plan to meet skill. (This can be a few sentences)	Check the grade you plan to work on this Professional Skill	Date completed Professional Skill
<b>Reliability:</b> youth has integrity and responsibility in professional settings.	Manages commitments and is respectful of time (own as well as others) and trustworthy. Adheres to standard operating procedures and organizational values and principles.	EXAMPLE: <i>I will continue to listen to customers and managers to make sure I am following company rules and guidelines.</i>	9 10 11 12 12+	Date:

<p><b>Work Ethic:</b> has effective work habits, personal accountability and a determination to succeed.</p>	<p>Works hard to complete all assignments on time, with frequent objectives met ahead of schedule. Maintains a positive attitude and disposition and is respectful of those in authority. Exercises initiative and personal time management. Takes advantage of growth opportunities.</p>		<p>9 10 11 12 12+</p>	<p>Date:</p>
<p><b>Punctuality:</b> arrives to commitment on time and ready to contribute.</p>	<p>Arrives on time and prepared for assigned tasks. Displays initiative to begin tasks.</p>		<p>9 10 11 12 12+</p>	<p>Date:</p>
<p><b>Discipline:</b> Abides by guidelines, demonstrates self-control and stays on task.</p>	<p>Follows rules and regulations. Self-starter. Stays on task with minimal distractions.</p>		<p>9 10 11 12 12+</p>	<p>Date:</p>

<p><b>Teamwork / Collaboration:</b> Builds collaborative relationships with others and can work as part of a team.</p>	<p>Accepts responsibility for assignments and contributes to team projects. Encourages some members to use personal strengths to achieve a common goal.</p>		<p>9 10 11 12 12+</p>	<p>Date:</p>
<p><b>Professionalism:</b> Demonstrates honesty. They dress and act appropriately and responsibly, learn from their mistakes.</p>	<p>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 and learns from mistakes.</p>		<p>9 10 11 12 12+</p>	<p>Date:</p>
<p><b>Learning Agility:</b> Desires to continuously learn new information and skills</p>	<p>Takes advantage of opportunities to expand knowledge. Considers how knowledge and experiences apply to the situation. Occasionally shares insights gained with others.</p>		<p>9 10 11 12 12+</p>	<p>Date:</p>

<b>Critical Thinking Problem Solving:</b> Exercises strong decision- making skills, analyzes issues effectively, and thinks creatively to overcome problems.	Identifies and examines problems, considers risks and proposes solutions. May need assistance to anticipate issues and navigate challenging situations.		9 10 11 12 12+	Date:
<b>Leadership:</b> Leverage the strengths of others to achieve common goals. He or she coaches and motivates peers and can prioritize and delegate work.	Leads within position. Effectively prioritizes and delegates tasks and clearly delineates expected standards. Enhances team performance, fosters motivation and enhances morale.		9 10 11 12 12+	Date:
<b>Creativity / Innovation:</b> They communicate new ideas to others, drawing on knowledge from different fields to find solutions.	Generates and communicates original ideas. Demonstrates ability to think differently. Contributes energy and ideas within a team to find solutions.		9 10 11 12 12+	Date:

<p><b>Oral and Written Communications:</b> Articulates thoughts and ideas clearly and effectively in written and oral forms.</p>	<p>Oral: Speaks clearly and expressively with little hesitation. Tone and volume are appropriate and consistent. Well poised and engages audience.</p> <p>Written: Communicates meaning with clarity and fluency and has few grammar and spelling errors. Follows conventions of selected writing style (for example, APA, Chicago, MLA). Writing is detailed and precise.</p>		<p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>12+</p>	<p>Date:</p>
<p><b>Digital Technology:</b> has an in-depth understanding of current and emerging technology to solve problems, complex task and accomplish goals.</p>	<p>Is proficient in the use of current digital technologies and may require assistance to select 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.</p>		<p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>12+</p>	<p>Date:</p>

<b>Global / Intercultural Fluency:</b> Values, respects and learns from diverse groups of people.	Values and respects people from known cultures. Takes advantage of opportunities that facilitate growth in cultural diversity. Accepts another's culture as a part of his or her working relationship. Participates in cultural awareness conversations.		9 10 11 12 12+	Date:
<b>Career Management:</b> Be a self-advocate, articulates strengths, knowledge and experiences relevant to success in a job or postsecondary education.	Has established initial goals aligned to selected career pathway. Can articulate shortterm and potentially 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.		9 10 11 12 12+	Date:

## Closing Activity

Connect with one peer and share with them where you will connect with mentors and what two professional skills you work on this school year.