



**career
readiness**

2019-2020 Academic Year

fairfield  corridor

Central Ohio's Road to Opportunity

fairfield33.com

Dear Student,

Do you want to start a career right out of high school? Are you looking for a way to pay for college without taking on large amounts of debt? Would you like to have a job with regular hours and good pay? The Fairfield County Career Readiness Endorsement is your pathway to a local career.

Employers in Fairfield County are looking for employees that have proven they can be successful in the workplace. However, the problem for recent high school graduates is that in order to gain the experience employers are looking for, they need an employer to take a chance on hiring them first.

This is why the Fairfield County Career Readiness Endorsement was created. It is to help prepare students to be work ready and to provide proof to local employers that they can be successful in their company.

This program will include opportunities to tour area businesses, practice interview skills, learn about career opportunities in our community, and hopefully land you a well-paying job after high school graduation. In addition, many of these companies offer tuition reimbursement programs. This means that you won't necessarily be foregoing a chance at higher education, but instead could just take a different path to get there.

Upon completion of the program you will be guaranteed an interview with one of our employer partners. These are employers that have full-time, full-benefit positions for individuals with a high school diploma. Your goal is to complete everything requested in this packet. My job as your Career Navigator, with the help of your school counselor, is to assist you along the way. Once the process is complete, you may have a final interview to receive your endorsement. This is done so that if anyone falls short in any area, they still have the opportunity to earn the endorsement.

We're excited about the future of Fairfield County because of students like you that will be joining our workforce. As your Career Navigator, I will be working with you at school on a weekly basis to help guide you through the entire Career Readiness Endorsement process. If you have any questions, you can connect with your school counselor or you may email me directly at kstone@fairfielddesc.org.

Sincerely,

Karie Stone
Career Navigator
Fairfield County Educational Service Center
Economic Workforce Development

Student Name:

Expected Graduation Date:

FAIRFIELD COUNTY CAREER READINESS ENDORSEMENT CHECKLIST

	Evidence-Based Activity	Completed
1.	Attain a minimum average attendance of 95% for previous two semesters or equivalent attendance performance at a job.	
2.	Attend an organized tour of a business in Fairfield County or a neighboring county and complete a checklist.	
3.	Perform at least 20 hours of community service since beginning of high school.	
4.	Acknowledgement of need for drug screen and a background screen prior to employment.	
5.	Proof of reliable transportation or ability to utilize Fairfield County transportation services.	
6.	On track for high school diploma or equivalency.	
7.	Attend one job fair.	
8.	Attend one mock interview.	
9.	Complete OhioMeansJobs (OMJ) seal.	
10.	Provide a valid form of identification.	
11.	Complete a resume.	
12.	Obtain two letters of recommendation.	
13.	Workplace Success-How to be More Productive: (on the OMJ website) <ul style="list-style-type: none"> • Attitude and Teamwork-Complete Tutorial and Post Assessment-Print Certificate 	
14.	Workplace Success-How to be More Productive: (on the OMJ website) <ul style="list-style-type: none"> • Workplace Etiquette- Complete Tutorial and Post Assessment-Print Certificate 	
15.	Workplace Success-How to be More Productive: (on the OMJ website) <ul style="list-style-type: none"> • Time Management- Complete Tutorial and Post Assessment-Print Certificate 	
16.	WorkKeys Assessments: Applied Math, Graphic Literacy and Workplace Document Assessments- Completion of a minimum of 1 assessment based on your career track	

Student Name:

Expected Graduation Date:

ATTENDANCE FORM

Businesses and other organizations expect their employees on their scheduled days at their scheduled times. Attendance and punctuality is very important to companies and organizations. Your attendance record at school is an indicator of your reliability for your future work attendance record. Please complete the information below and attach a transcript from your school regarding your attendance.

During the previous two semesters of school I have missed _____ days of school out of a possible _____ days.

At my current job I have missed _____ days of work out of a possible _____ days.

Student Name:

Expected Graduation Date:

ORGANIZED TOUR OF A BUSINESS

Understanding how a business works will help you decide whether that's a career you want to pursue. While Fairfield County has thousands of businesses, we would like you to spend time at a business that offers full-time and full benefits. Our partners in the Career Readiness Program offer both of these and are great places to start your career. We have tours in companies that focus on healthcare, manufacturing, skilled trades, administration, and sales.

This portion of the career readiness program will include an organized tour of one of our featured businesses. Please answer the questions below to receive credit.

Name of Business: _____

Type of Business: _____

Date of Tour: _____

Tour Guide: _____

What does the business do?

What types of jobs are available for recent high school graduates?

What are some long-term career options for the business?

Why do people like working at the business?

Is this a business or industry you would be interested in working? Please explain why or why not.

Student Name:

Expected Graduation Date:

PERFORM AT LEAST 20 HOURS OF COMMUNITY SERVICE

Employers are looking for applicants that show that they know what it means to be part of a team and a community. Doing your part to better your community is a great way to show an employer that you aren't just interested in bettering yourself, but you're interested in bettering those around you. There are many ways to volunteer to help others in your community. It could be through faith-based organizations, your school, a civic organization, or a charity in the community. Your counselor can help identify time that you may have already given to the community and/or provide ideas of ways to achieve your 20 hours of community service.

Organization Name: _____

Dates: _____

Hours: _____

Description of Service: _____

Organization Name: _____

Dates: _____

Hours: _____

Description of Service: _____

Organization Name: _____

Dates: _____

Hours: _____

Description of Service: _____

Student Name:

Expected Graduation Date:

DRUG SCREEN ACKNOWLEDGMENT FORM

Businesses and organizations expect their employees to be reliable and give full attention to their jobs. Drug use impedes an employee's ability to perform many duties an employer asks of them and can also be a safety concern for the employee and those around them. Many employers require passing a drug screen before hiring an applicant. Employers also perform random drug screens after a person is hired.

I acknowledge that I am drug free and will be able to pass a drug screen for a prospective employer:

Student Signature

Date

Student Name:
Expected Graduation Date:

RELIABLE TRANSPORTATION

Transportation problems can lead to tardiness and absences at work. It is important for an employee to have reliable transportation to be able to arrive on time for their scheduled shifts. Whether you have a driver's license and can drive your own vehicle or have parents or guardians that can help you get to work, it's important for you to have transportation. Fairfield County also has a local transit system that can be found at <https://www.ci.lancaster.oh.us>.

I plan to use the following transportation method to attend work:

- My own vehicle
 - Please provide copy of driver's license and insurance
- Transportation from a family member or friend
- Public transportation

Student Name:

Expected Graduation Date:

ON TRACK FOR HIGH SCHOOL DIPLOMA

Attaining a high school diploma or its equivalent is the first step to having a successful career. There will be plenty of opportunities to further your education whether it's through attaining certificates, pursuing an Associate's Degree, pursuing a Bachelor's Degree, or a post-secondary degree. But almost all careers require a minimum of a high school diploma. Please include a copy of your transcript with this packet and have your counselor sign the line below with your estimated graduation date.

Student Name: _____

School: _____

Estimated Graduation Date: _____

Counselor Signature and Date: _____

Student Name:
Expected Graduation Date:

ATTEND AT LEAST ONE JOB FAIR

A Job Fair gives you the opportunity to learn about different careers and companies. Fairfield County will put on two career fairs this year and you will have an opportunity to attend both of them. Please see the details below:

Career Fair Name: _____

Career Fair Date: _____

Career Fair Time: _____

Career Fair Location: _____

Businesses you visited and are interested in:

Career Fair Name: _____

Career Fair Date: _____

Career Fair Time: _____

Career Fair Location: _____

Businesses you visited and are interested in:

Student Name:

Expected Graduation Date:

ATTEND ONE MOCK INTERVIEW

An application and a resume give an employer an idea of your experience and job fit, but nothing can tell your story better than a face-to-face interview. It is important to be prepared before you go into an interview. You want to make sure you know how to answer questions, what to wear to the interview, and what questions to ask of your interviewer. The link below provides some tips on how to interview and your Career Navigator will also assist you in preparation.

<https://jobseeker.ohiomeansjobs.monster.com/PracticeInterviews.aspx>

Local employers have volunteered to conduct mock interviews with you and other students in preparation for the Career Readiness Endorsement. Please work with your Career Navigator to identify an interview you would like to attend.

Company Name: _____

Type of Industry: _____

Date: _____

Time: _____

Interviewer: _____

Student Name:

Expected Graduation Date:

COMPLETE OMJ READINESS SEAL

The State of Ohio has created The OhioMeansJobs-Readiness Seal to help prepare students for the workforce. The OhioMeansJobs-Readiness Seal is a designation a student can earn by demonstrating the professional skills that are required for success in the workplace. You can earn the OhioMeansJobs-Readiness Seal by asking a minimum of three mentors to validate that you 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, you must complete these steps:

1. Demonstrate proficiency in each of 15 identified professional skills.
2. Using the OhioMeansJobs-Readiness Seal Form, record how you have demonstrated each professional skill. You are only required to document how you demonstrated each skill in one of three possible environments – school, work or community. But, **you 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 you trust. 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 you to a prospective employer or higher education provider.

To go above and beyond in preparation for career success, and to achieve a Fairfield 33 Career Readiness Endorsement, you must also complete the following:

1. Ask mentors to write letters of recommendation. These will be used when applying for jobs.
2. Upload a resume to OhioMeansJobs.com

Please complete the forms on the following pages. **Completion of the OhioMeansJobs-Readiness Seal is mandatory to qualify for the Fairfield 33 Career Readiness Endorsement.**

Student Name:

Expected Graduation Date:

PANEL INTERVIEW

When completing an application for a job there may be criteria that you have not met. An employer reviews the application and may want to interview you to understand circumstances surrounding your education and job history. This is why a panel interview was included as part of the Career Readiness Endorsement. Representatives from your school, local economic development organizations, and businesses will meet with you to give the final approval for your Career Readiness Endorsement.

Student Name: _____

School: _____

Date: _____

APPROVAL

School Representative: _____
Print Name

School Representative: _____
Signature

Economic Development Representative: _____
Print Name

Economic Development Representative: _____
Signature

Business Representative: _____
Print Name

Business Representative: _____
Signature

Student Name:
Expected Graduation Date: