



**career  
readiness**

**2020-2021 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 that they can be successful in the workplace. However, the problem for recent high school graduates is that in order to gain the experience employers desire, they need an employer to take a chance on hiring them first.

Therefore, 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 these students can be successful at their company.

This program will include opportunities to tour local businesses, practice interview skills, learn about career opportunities in your 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 will not 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 and teacher, 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 are 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 contact your school counselors, teacher, or your Career Navigator(s).

Sincerely,

Karie Stone [kstone@fairfielddesc.org](mailto:kstone@fairfielddesc.org) and Mary Rawlins [mrawlins@fairfielddesc.org](mailto:mrawlins@fairfielddesc.org)  
Career Navigators  
Fairfield County Educational Service Center  
Economic Workforce Development

Student Name:  
School:

Expected Graduation Date:

## Fairfield County Career Readiness

### Endorsement Checklist

	Evidence-Based Activity	Completed
1.	Attain a minimum average attendance of 95% for the previous two quarters 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 16 hours of community service since the beginning of high school.	
4.	Acknowledgement of need for a background check and drug 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 career fair.	
8.	Attend one mock interview.	
9.	Complete OhioMeansJobs- Readiness Seal.	
10.	Provide a valid form of identification.	
11.	Complete a resume.	
12.	Obtain two letters of recommendation.	
13.	Improve Your Soft Skills: Teamwork and Professionalism (on the OMJ website) <ul style="list-style-type: none"> <li>• <b>Attitude and Teamwork</b> – Complete Tutorial and Post Assessment; Print Certificate</li> </ul>	
14.	Improve Your Soft Skills: Teamwork and Professionalism (on the OMJ website) <ul style="list-style-type: none"> <li>• <b>Workplace Etiquette</b> – Complete Tutorial and Post Assessment; Print Certificate</li> </ul>	
15.	Improve Your Soft Skills: Time Management Skills (on the OMJ Website) <ul style="list-style-type: none"> <li>• <b>Time Management</b> – Complete Tutorial and Post Assessment; Print Certificate</li> </ul>	
16.	<b>WorkKeys Assessments:</b> Applied Math, Graphic Literacy and Workplace Document Assessments <ul style="list-style-type: none"> <li>• Completion of a <b>minimum of one assessment</b> based on your career track.</li> </ul>	

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**Fairfield County Career Readiness**

**On-Site (or Virtual) Business Tour**

Understanding how a business works will help you decide whether that is a career you want to pursue. While Fairfield County has thousands of employers, 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 and are great places to start your career. We have tours with employers across different industry sectors that focus on healthcare, manufacturing, skilled trades, service, and sales.

This portion of the Career Readiness Program will include an organized tour of one of our featured employers. Please answer the questions below to receive credit:

Business Name	
Industry Sector	
Tour Date	
Tour Guide	

1. What does the business do?
2. What job positions are available for recent high school graduates?
3. What are some long-term career options for the business?
4. Why do people like working at the business?
5. Is this a business or industry you would be interested in working? Please explain why or why not.

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**16 Community Service Hours (at minimum)**

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 are not just interested in bettering yourself, but you are interested in bettering those around you. There are many ways to volunteer to help others in your community through faith-based organizations, your school, a civic organization, or a charity. Your counselor can help identify time that you may have already given to the community and/or provide ideas of ways to achieve your 16 hours of community service.

Community Service 1	
Organization Name	
Dates	
Hours	
Description of Service	
Community Service 2	
Organization Name	
Dates	
Hours	
Description of Service	
Community Service 3	
Organization Name	
Dates	
Hours	
Description of Service	

**Program-Provided Opportunity:** As your Career Navigator, I have scheduled an opportunity to get community service hours. There are limited volunteer slots available, so please reach out to me to reserve your spot as soon as possible. The details are below:

Community Service Organization, Service Description, Date, Time

Student Name:  
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## Fairfield County Career Readiness

### Background and Drug Screening Acknowledgement Form

Businesses and other organizations expect anyone who represents their establishment to be reliable and give full attention to their jobs. Many employers require passing background check and a drug screen before hiring an applicant. Background checks are a company's due diligence process that checks their applicant's claims like their criminal record, education, and prior employment history. 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. Employers also perform random drug screens after a person is hired.

I understand that a background check will likely be performed by a future employer. I also acknowledge that I am drug free and will be able to pass a drug screen for a prospective employer.

Signature		Date	
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**Fairfield County Career Readiness**

**Reliable Transportation Form**

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 is important for you to have transportation. Fairfield County also has a local transit system that can be found at [www.ci.lancaster.oh.us/242/Transit](http://www.ci.lancaster.oh.us/242/Transit).

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

	My own vehicle (Please provide a copy of your driver's license.)
	Transportation from a family member or friend
	Public transportation

Signature		Date	
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**Fairfield County Career Readiness**

**Student Performance Evaluation**

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 is through obtaining certificates or a post-secondary credential or pursuing an associate or bachelor's degree. However, almost all careers require a minimum of a high school diploma. Please have your counselor sign the line below and attach a transcript.

Counselor's Signature		Date	
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Attendance

If you have committed to a scheduled day and time, whether it be for employment or volunteering, you are expected to be on time. Attendance and punctuality are very important to companies and organizations. Your attendance record at school is an indicator of your reliability for your future work attendance record. Please have your counselor complete the information below and attach a transcript.

<b>Attendance (Previous 2 Quarters)</b>	
Total Days	
Days Attended	
Days Missed	

Counselor's Signature		Date	
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Student Name:  
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**Fairfield County Career Readiness**

**Work Attendance Form**

Dear Employer:

The following student is working toward earning the Fairfield County Career Readiness Endorsement for the 2020-2021 school year. One of the requirements in earning this endorsement is good attendance at school and at work.

This form is to check attendance for \_\_\_\_\_.

Please fill in the attendance data requested below:

Employer's Name	
Supervisor's Name	
Supervisor's Phone Number	
Time period (30 day minimum)	
Total Scheduled Days	
Total Scheduled Days Attended	
Total Scheduled Days Missed	

Supervisor's Signature		Date	
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Thank you so much for your assistance.

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**Fairfield County Career Readiness**

**Career Fair Attendance (a minimum of one fair)**

A career 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 events. You must attend at least one fair to receive the endorsement. Please see the details below, and fill in your interests after attending:

<b>Career Fair 1</b>	
Career Fair Name	
Date	
Time	
Location	
Visited Businesses and Sparked Interest	
<b>Career Fair 2</b>	
Career Fair Name	
Date	
Time	
Location	
Visited Businesses and Sparked Interest	

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**Mock Interview (a minimum of one 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 interviewee. The following link provides some tips on how to interview and your Career Navigator will also assist you in preparation: [jobseeker.ohiomeansjobs.monster.com/PracticeInterviews.aspx](http://jobseeker.ohiomeansjobs.monster.com/PracticeInterviews.aspx)

Interview Etiquette and Preparation

1. Timing is everything. Do not be late.
2. Dress to impress.
3. Know the interviewer's/interviewers' name(s).
4. Practice a firm handshake.
5. Smile.
6. Turn off your phone.
7. Be prepared.
8. Avoid negativity.
9. Make eye contact.
10. Use appropriate body language and avoid fidgeting or shifting.
11. Anticipate the questions.
12. Maintain good posture.
13. Know how to tell the interviewer(s) about yourself.

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

Business Name	
Industry Sector	
Date and Time	
Interviewer	

Student Name:  
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## Fairfield County Career Readiness

### OhioMeansJobs-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 seal, you must complete these steps:

1. Demonstrate proficiency in each of the 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. At least two environments must be reflected among the demonstrated skills.
3. Have each skill 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 County Career Readiness Endorsement, you must also complete the following:

1. Ask mentors to write letters of recommendation to 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 County Career Readiness Endorsement.

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**Fairfield County Career Readiness**

**OhioMeansJobs-Readiness Seal Mentors**

You need three mentors to list for your OhioMeansJobs (OMJ) Seal. These are the individuals that will sign off on your OMJ Seal documentation and can vouch for you in terms of the criteria associated with earning this seal. If you are currently working, you should have a mentor from your job as well as a school mentor and a community mentor.

<b>Mentor 1</b>	
Mentor's Name	
Mentor's Organization	
<b>Mentor 2</b>	
Mentor's Name	
Mentor's Organization	
<b>Mentor 3</b>	
Mentor's Name	
Mentor's Organization	

If you change mentors at any point throughout the year, please let your Career Navigator know so that this form can be updated. Also, please keep in mind that these mentors can also be the individuals you ask for letters of recommendation.

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**Letter of Recommendation Worksheet**

You will need letters of recommendation when applying for a job, college, or scholarships. These recommendations are meant to be personalized, so it is important that the person writing your letter knows you well and can speak to who you are as an individual. To help your mentors with their letters of recommendation, please complete the following and provide them with these answers. Feel free to provide a resume as well.

Student Information			
Email Address			
GPA (out of 4.00)		ACT Score (optional)	
Previous High School(s) (if applicable)			
Qualifications and Skills			
Awards and Honors			
Extracurricular Activities			
Community Involvement			
Obstacle You Overcame			

Please write a formal letter of recommendation with letterhead and contact information.

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**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 the circumstances surrounding your education and job history. Therefore, 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.

Date and Time			
<b>Panel Interviewers</b>			
School			
Economic Development			
Business			
<b>School Representative</b>			
Signature		Date	
<b>Economic Development Representative</b>			
Signature		Date	
<b>Business Representative</b>			
Signature		Date	

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