



Connecting People, Improving Communities

Student's Name _____

School _____

Phone # _____

LOGAN COUNTY K-16 STUDENT JOB READINESS CREDENTIAL PROGRAM FOR THE CLASS OF 2016

Building Pathways to a Brighter Future
STRATEGIES TO ENGAGE MINDS

What is the Program?

The Student Credential Program is a partnership between education and industry. It is designed for the high school student to equip them with the necessary "Soft Skill (professional) Training" to make them job ready for today's workforce.

What is in it for the Student?

Upon completion of the 10 step, "Student Job Readiness Credential Program" the participant will receive a certificate at graduation that will guarantee them an interview at participating companies and put them ahead of others applying for the same job. They will be certified Job Ready!

What is in it for the Employer?

This program will provide a steady stream of workforce ready candidates that will understand the importance of a good attitude, attendance, being drug free and a readiness for immediate employment.

10 Steps to Job Readiness Credential Portfolio

DATE COMPLETED

Step 1 – Credential Application and Submission Instructions

___/___/___

Step 2 – Valid Form of Identification

___/___/___

Step 3 – Attendance Criteria

___/___/___

Step 4 – Mock Interview/Job Fair Attendance

___/___/___

Step 5 – Skills Assessment Requirements through OhioMeansJobs.com

___/___/___

Step 6 – Business / Industry Tour

___/___/___

Step 7 – Voluntary Drug Screen Requirement/Background Check for Employment ___/___/___

Step 8 – Established Employment and/or Community Service

___/___/___

Step 9 – Acknowledgement of Need for Reliable Transportation

___/___/___

Step 10 – Proof of High School Diploma or GED

___/___/___

Valid Form of Identification

Please insert as the next page of this packet a copy of at least one form of current identification: *

Picture ID

Current valid driver's license or government issued identification

Student Identification card

USA ID Systems Ohio Photo Identification Card

Any government- issued identification form

Original Social Security Card

Current Passport

* The goal is not to collect personal information; it is to have proof that you have a current valid form of identification

Help us identify the careers that you have an interest or Passion towards

Industry and Career Choices:

Please select up to three

Advertising and Marketing

Arts and Entertainment

Dietary and Nutrition

Farming, Forestry, Fishing and Hunting

Government

Hotel and Food Services

Media and Communication

Real Estate and Rentals

Utilities

Administration and Support Services

Construction

Education

Finance and Insurance

Healthcare and Counseling

Information Technology

Manufacturing

Transportation and Storage



Attendance Criteria

Associates attendance in the workplace is critical to the success of any company or business. Shifts, assembly lines and offices depend on reliable workers to complete the workflow process.

Your attendance at school will be an example of your dedication and work ethic to future employers.

According to official records at your graduating high school, please list the:

- Please provide the number of Student days scheduled during your senior year of high school _____
- This program allows for up to 7 days of unexcused absence during your Senior year of high school.

Attendance criteria should be calculated 2 weeks prior to graduation date.

Participants Name: _____

Verified by your high school counselor or attendance officer:

Name

Position

Date

#4

Mock Interviews and Job Fairs

Attending at least one job fair will be required to earn the Logan County Workforce Readiness Credential. Companies participating in the program place high importance on an individual's strong interviewing skills and on an individual's learning about a company through job fairs. Opportunities for mock interviews or to attend job fairs will be made to students throughout each calendar year. Announcements for job fairs and mock interviews held in Logan County will be posted on each local school district's calendar and on the calendar found at www.logancountyohio.com. Any questions regarding opportunities for mock interviews and job fairs can be directed to your local school district point of contact for the program or to the program administrator.

Job Fair: _____

Fair Location _____

Verified by Job Fair Business representative or you School representative:

Name

Position

Date

Skills Assessments

Master Core Business Skills
Business Writing Skills
How to Read Better and Faster

Workplace Success Skills
Critical Thinking
Getting Started With Computers

The above listed 6 areas will be completed by using the Ohio Means Jobs website at www.OhioMeansJobs.com. Below are the steps to Access the website and areas to complete. You are to print assessment results and certificates as available for each section you complete. Unless otherwise notes, all answers within each must be answered correctly; you are allowed to take tests multiple times in order to show you successfully answered all questions correctly within each required section. Attach your results to the back of this packet for submission.

Steps to Ohio Means Jobs Skills Assessment

1. www.OhioMeansJobs.com

Individuals – Online Training

Access Training Express Anonymously

Master Core Business Skills

Business Math: Solved

General Math Skills Practice, Part I (Score Report) _____

Practicing Your Math Skills: Measurements (Score Report) _____

Workplace Success Skills

Email Etiquette (Certificate) _____

Time Management (Post Test Score Report) _____

Workplace Etiquette _____

Attitude and Teamwork _____

Business Writing Skills

Perfect Your Written Grammar Skills

Unit 1: Grammar Basics

Lesson 1 Quiz Score Report _____

Lesson 2 Quiz Score Report _____

Lesson 3 Quiz Score Report _____

Unit Quiz: Grammar Basics Score Report _____

Unit 2: Usage

Lesson 1 Quiz Score Report _____

Lesson 2 Quiz Score Report _____

Lesson 3 Quiz Score Report _____

Unit Quiz: Usage Score Report _____

Unit 3: Punctuation & Capitalization

Lesson 1 Quiz Score Report _____

Lesson 2 Quiz Score Report _____

Lesson 3 Quiz Score Report _____

Unit Quiz: Punctuation & Capitalization _____

Unit 4: Writing Mechanics
Lesson 1 Quiz Score Report _____
Lesson 2 Quiz Score Report _____
Lesson 3 Quiz Score Report _____
Unit Quiz: Writing Mechanics _____

Post-Test Score Report _____

Writing Documents for the Workplace
Unit 2: Business Letters
Lesson 1 Quiz Score Report _____
Lesson 2 Quiz Score Report _____
Lesson 3 Quiz Score Report _____
Unit Quiz: Business Letters Score Report _____

Unit 3: Business Memos
Unit Quiz: Business Memos Scores Report _____

Unit 4: Business Email
Unit Quiz: Business Email Score Report _____

Writing Diagnostic: Organization and Focus Score Report _____

Critical Thinking Skills Improvement
Critical Thinking skills success in 20 Minutes a Day
(Complete exercises and print out post-test
with correctly answered questions) _____

Improve Your Computer Skills
Getting Started With Computers
Computer Basics 1 Certificate of Completion _____

Adult Learning Resources
Becoming a Better Reader
Informational Reading Skills Practice Set _____

The student has successfully completed each area of the Ohio Means Jobs website training sessions as outlined on the previous pages.

Date

Voluntary Drug Screen (within 3 months of graduation)

#7

Name: _____

In order to submit a voluntary drug screen, contact the Logan County Chamber of Commerce to schedule a drug screen. Contact your insurance provider prior to your appointment to see if this procedure is a covered expense. Once the results are back from the lab you must have the following statement signed by someone from the office stating your screen is clear and free of substances.

_____ has voluntarily completed a drug screen test and
Student's Name

The results have indicated he/she is clear of and free of any illegal substance.

Name of Medical Office

Printed name of Medical Professional

Signature of Medical Professional

Date

Background Check

As part of the requirements for obtaining this credential, you must be able to obtain a clean background check for employment. Minor traffic offenses are not considered major concerns on background checks. The main offenses that will cause concern would be criminal charges and drug convictions.

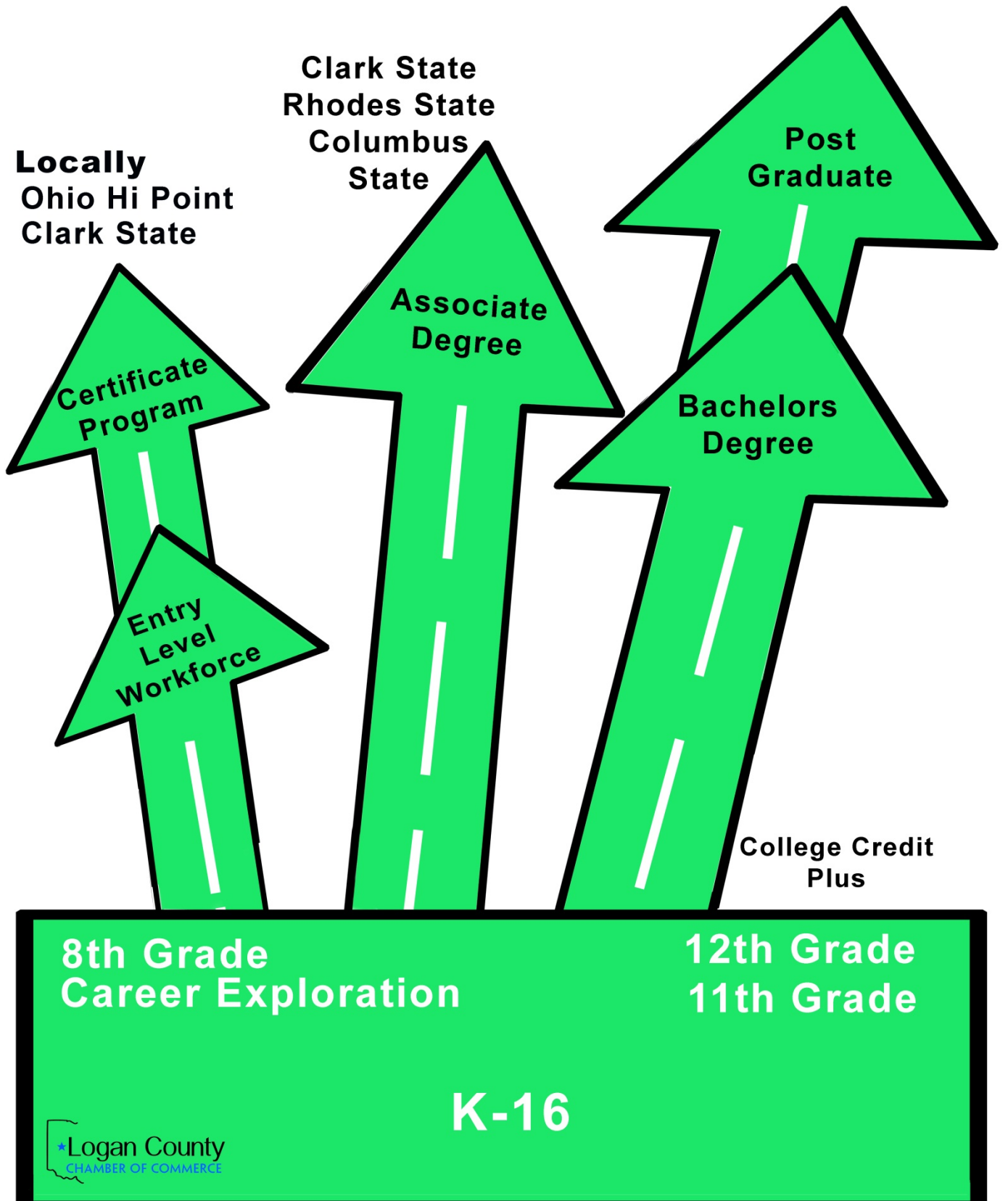
The background check will be completed once employment has been offered by a company. Usually a business/industry will initiate this process through the proper authorities.

I understand I will be subject to a criminal background check once I have been offered a position or whenever the company deems feasible prior to employment.

Student's Signature

Date

Career Pathways



Points of Contact – School Districts

Bellefontaine High School

Abby Luffy and Katie Rychner
555 E. Lake Ave.
Bellefontaine, OH 43311
937-593-9060
luffy@bcs-k12.org
rychner@bcs-k12.org

Benjamin Logan High School

Rose Overturf
4740 County Road 26
Bellefontaine, OH 43311
937-593-9211
overturf@benjaminlogan.org

Calvary Baptist School

Sara Smith
1140 Rush Avenue
Bellefontaine, OH 43311
937-599-6847
ssmith@calvarybellefontaine.org

Indian Lake School

Jessica Tussing and Lisa Coburn
6210 St. Rt. 235 N
Lewistown, OH 43333
937-686-8851
tussingj@ils-k12.org
coburnl@ils-k12.org

Riverside Schools

Supt. Scott Mann
2096 County Rd 24 S
DeGraff, OH 43318
937-585-5981
smann@riverside.k12.oh.us

Mid-West Regional ESC

Molli Jackson
121 S Opera St
Bellefontaine, OH 43311
937-599-5195
mjackson@mresc.k12.oh.us

West Liberty Schools

Supt. Kraig Hissong
7208 US 68 N
West Liberty, OH 43357
937-465-1060 x 119
khissong@wlstigers.org

Ohio Hi Point Career Center

Shelly Swaney
2280 St. Rt. 540
Bellefontaine, OH 43311
937-599-3010 x 1204
sswaney@ohiohipoint.com

Participating Companies

Honda of America Plant & Suppliers

Caroline Ramsey
24000 Honda Parkway
Marysville, OH 43040-9251
937-644-7769
Caroline_Ramsey@ham.honda.com

Honda of North America

Scot McLemore
Honda North America, Inc.
24000 Honda Parkway
Marysville, OH 43040
(937) 642-5000
Scot_McLemore@hna.honda.com

Transportation Research Center

Jeff Sprague
10820 St. Rt. 347
East Liberty, OH 43319-0367
937-666-2011 x349
spraguJ@trcpg.com

Chamber of Commerce & Economic Dev

Paul Benedetti
100 S. Main Street
Bellefontaine, OH 43311
937-599-5121
ceo@logancountyohio.com

Adecco Employment Services

Amy Bechtel
870 B East Sandusky Ave
Bellefontaine, OH 43311
937-593-9400
Amy.Bechtel@adeccona.com

Duff Companies

Kristin Purdy
9016 St. Rt. 117
Huntsville, OH 43324
937-686-3405
Kristinpurdy@ohioreadymix.com

Reliant Mechanical Inc.

Jason Vogel
3271 CR 154
East Liberty, OH 43319
937-666-5800
jvogel@reliantmechanicalinc.com

Mary Rutan Hospital

VP HR Vickie Crumley
205 Palmer Avenue
Bellefontaine, OH 43311
937-599-7041
Vickie.Crumley@maryrutan.org

Belletech Corporation

Mark McIntyre
700 W. Lake Avenue
Bellefontaine, OH 43311
937-599-3774
mmcintyre@belletechcorp.corp.com

World Class Plastics

Mark Seeley
7695 St. Rt. 708
Russells Point, OH 43348
937-843-4927
mseeley@worldclassplastics.com

Mobile Instruments

Kelley Campbell
333 Water Ave.
Bellefontaine, OH 43311
937-592-5025
Kelly.campbell@mobileinstrument.com

RV Wholesalers

Dave Durnell
530 N. Main Street
Lakeview, OH 43331
937-843-9000
ddurnell@rvwholesalers.com