



Madison County

Workforce

Readiness

Credential

For 2019 Graduates



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April 13, 2018

Madison County Workforce Readiness Credential

Program Participant:

Employers in Madison County have partnered with local schools and the Community Improvement Corporation to create a program that will prepare you, as a high school senior, to enter the workforce. This program will give you the opportunity to earn a certificate that will guarantee an interview with a participating company.

Whether you enter the workforce upon completion of your senior year or plan to earn a degree or certification, it is important to know and understand the qualities that make a well-rounded and sought-after employee. Successful completion of this program will prove that you have the skills and abilities that all employers are looking for. Local companies offer employees competitive wages, the opportunity for advancement with increased wages, and long-term benefit packages.

Individuals take many paths to achieve their career goals; some paths are straight like ladders, while other paths move both up and lateral like a jungle gym. Taking advantage of this program will expose you to different careers and opportunities in Madison County or other communities and allow you to start down the career path that is best for you. Managers of companies participating in the program want to talk to you and encourage you to reach out to them to ask questions and schedule tours of their facilities; showing initiative is a very positive attribute that employers in all industries look for in a quality employee.

You will have to work and accomplish a number of things in order to earn a certificate of completion, but the certificate you earn will open up many opportunities for your future. If you have any questions about the program, please don't hesitate to reach out to me at 740-490-7547 or david@madisoncountyohio.org.

Sincerely,

David Kell

David Kell, Executive Director
Madison County Future Inc.



Criteria for Obtaining the Madison County Workforce Readiness Credential

In order to receive your Madison County Workforce Readiness Credential, documentation of each of the following criteria will be submitted in a Madison County Future folder (available through your guidance office) to either your school point of contact (page 20) or directly to the program administrator:

Mr. David Kell, Executive Director
Madison County Future, Inc.
730 Keny Blvd.
London, OH 43140
david@madisoncountyohio.org

1. Minimum attendance average of 97% during senior year of high school. (Excused absences will not count towards attendance average)
2. Documented organized tour of at least one Madison County business.
3. Documented 20 hours of community service **or** established employment while in high school.
4. Clean voluntary drug screen (within 3 months of date of graduation).
5. Ability to obtain a clean background check for employment.
6. Proof of reliable transportation.
7. Valid form of identification.
8. Attainment of High School diploma or GED.
9. Attend one job fair and one mock interview.

Complete the following assessments through OhioMeansJobs.com. Refer to pages 14 - 17 for instructions.

10. Master Core Business Math (www.OhioMeansJobs.com)
General Math Skills Practice, Part I
Measurements
11. Workplace Success Skills (www.OhioMeansJobs.com)
Email Etiquette
Time Management
Workplace Etiquette
Attitude and Teamwork
12. Business Writing Skills (www.OhioMeansJobs.com)
Perfect Your Written Grammar Skills
Writing Documents for the Workplace
Writing Diagnostic: Organization and Focus
13. Critical Thinking (www.OhioMeansJobs.com)
14. How To Read Better and Faster in the Workplace (www.OhioMeansJobs.com)
15. Getting Started With Computers (www.OhioMeansJobs.com)
Computer Basics



Workplace Readiness Credential Application

Student Name: _____
First Middle Last

Address: _____
Number Street

City ST ZIP

Home Phone: _____ Cell Phone: _____

Email: _____ Date of Application: _____

School District of Attendance: (please check)

- Jonathan Alder High School
London High School
West Jefferson High School
Madison-Plains High School
Tolles Career & Technical Center

In order to earn the Madison County Workforce Readiness Credential, please complete the following pages of this packet and submit it to either your school point of contact (page 20) or directly to the program administrator:

Mr. David Kell, Executive Director
Madison County Future, Inc.
730 Keny Blvd.
London, OH 43140

Once your packet is received and reviewed, you will be eligible to receive the Madison County Workforce Readiness Credential. Upon receiving the credential, in the form of a certificate, you are considered a competent and qualified employee who is ready for employment in Madison County. The credential, if submitted with an application to a participating Madison County company, would guarantee you an interview with the participating company as long as a position is available. If there are no positions open at the time your resume and application with the credential are received, your information will be kept on file for first consideration when an appropriate position becomes available. You will need to reach out directly to a company point of contact in order to submit your credential with an application or resume. Best of luck as you prepare your information, earn your credential, and seek employment in Madison County.



Attendance Criteria (97% required)

Name: _____

Attendance criteria should be calculated 2 weeks prior to graduation date. Please work with attendance officer and point of contact to determine attendance average.

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

- Number of days scheduled during your senior year of high school _____
- Number of days unexcused absent during your senior year of high school _____
- Number of days tardy during your senior year of high school _____
- Attendance percentage during your senior year of high school _____

Verified by your high school counselor or attendance officer.

(Name)

(Position)

(Date)



Business/Industry Tour (1 required)

Name: _____

Please attach business cards (if available) from a business representative of the company you visited.

#1 Business/Industry tour: _____

Date of tour: _____

Verified by your tour guide, business representative or school chaperone:

(Name) (Position) (Date)

#2 Business/Industry tour: _____

Date of tour: _____

Verified by your tour guide, business representative or school chaperone:

(Name) (Position) (Date)

#3 Business/Industry tour: _____

Date of tour: _____

Verified by your tour guide, business representative or school chaperone:

(Name) (Position) (Date)



**Community Service or
Established Employment (20 hours required)**

Name: _____

Please list your community service hours:

(Where you worked)	(Duties Performed)	(Date)	(Hours) (Supervisor initials)
(Where you worked)	(Duties Performed)	(Date)	(Hours) (Supervisor initials)
(Where you worked)	(Duties Performed)	(Date)	(Hours) (Supervisor initials)
(Where you worked)	(Duties Performed)	(Date)	(Hours) (Supervisor initials)
(Where you worked)	(Duties Performed)	(Date)	(Hours) (Supervisor initials)
(Where you worked)	(Duties Performed)	(Date)	(Hours) (Supervisor initials)
(Where you worked)	(Duties Performed)	(Date)	(Hours) (Supervisor initials)

Total Hours

Please list your established employment:

(Where you work/worked)	(Duties you perform)	(Dates of employment)
(Average hours per week)	(Supervisor's Signature)	
(Where you work/worked)	(Duties you perform)	(Dates of employment)
(Average hours per week)	(Supervisor's Signature)	



Voluntary Drug Screen (within 3 months of graduation)

Name: _____

In order to submit a voluntary drug screen, contact your primary care physician 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 to your physician, you must have the following statement signed by someone from your primary physician's office stating your screen is clear and free of substances. Please contact school point of contact or program administrator for locations and opportunities for low-cost drug screen.

_____ has voluntarily completed a drug screen
(Student's Name)

test and the results have indicated he/she is clear and free of any illegal substances.

(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 Signature)

(Date)



Reliable Transportation

In order to obtain employment, you must be able to have reliable transportation to and from the place of employment. Reliable transportation could mean you have your own car and appropriate insurance or have alternative means (bicycle, friend, relative, etc.) of getting to the job every day and on time.

I, _____, have the following reliable means of
(Student Name)
transportation to get to my place of employment every day and on time.

(Check all that apply)

- My own car and appropriate insurance
- Bicycle
- My parents will be bringing me to work and picking me up
- A friend will be bringing me to work and picking me up
- A relative will be bringing me to work and picking me up
- I will be walking
- I will be utilizing the Madison County Ride program
- Other (please specify): _____

(Student Signature)

(Date)



Valid Form of Identification

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

- Current valid driver's license
- Student identification card
- USA ID Systems Ohio Photo Identification Card
- Any government-issued identification form

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

Attainment of High School Diploma (or GED)

Please insert as the next page of this packet a copy of your final high school transcript or GED certificate.



Attend a Job Fair (1 Required)

There are many job fairs held throughout each calendar year. At least one job fair will be open to all high school seniors in Madison County; it will be held at Tolles Career and Technical Center in March or April of each year. Be sure to check the Tolles website at www.tollestech.com to see scheduled job fair dates. Questions regarding opportunities to attend a local or regional job fair can be directed to your local school district point of contact for the program or to the program administrator.

Job Fair #1: _____

Please attach flyer (if available) and a copy of a business card from the job fair you attended.

Date of Job Fair: _____

Verified by job fair representative:

(Name) (Date)

Job Fair #2 (optional): _____

Please attach flyer (if available) and a copy of a business card from the job fair you attended.

Date of Job Fair: _____

Verified by job fair representative:

(Name) (Date)

Participate in a Mock Interview (1 Required)

How you conduct yourself in a job interview can determine whether or not you get a job within your chosen career field. Perfecting your interviewing skills is very important and an individual should practice as much as they can. Many schools have mock interviews each year and many companies are willing to help with them. If your school does not offer a mock interview, please reach out to the program administrator and he can help you participate in a mock interview.

Verified by mock interview representative/coordinator:

(Name) (Date)



Instructions for OhioMeansJobs Account Setup and Skills Assessment Tests

1. Visit www.ohiomeansjobs.com
2. **Click on the K-12 students option.** Be sure to always use the Cardinal with the graduation cap if you are a student. If you are out of high school and are completing this credential as an adult, you may use the icon without the graduation cap.
3. Take the Guided Tour and register to create an account, further known as a “backpack”. Backpacks will be used to hold all tests and tutorials completed, as well as other items pertaining to job research.
4. Once a backpack is created, review information once you are signed in at your leisure.
5. Skill assessments for the Madison County Workforce Readiness Credential can be found under the “Plan It” tab within your backpack. Click on “Assessments and Training”.
6. Click on the “Visit Online Training Center” button to advance to assessment and training center.
7. Assessments and tutorials needed to receive the Madison County Workforce Readiness Credential can be found within “Master Core Business Skills”, “Improve Your Computer Skills” and “Adult Learning Resources”
8. Any questions can be directed to your local school district point of contact for the program or to the program administrator.



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 noted, all answers within each section 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. Print either certificates of completion or score reports and 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 Learning Express Anonymously
 - Master Core Business Skills
 - Business Math: Solved
 - Learn & Practice Your Business Math Skills (Print Score Report) _____
 - Practicing Your Math Skills: Measurements (Print Score Report) _____
 - Workplace Success Skills
 - Email Etiquette _____
 - Time Management (Certificate of Completion) _____
 - Workplace Etiquette (Certificate of Completion) _____
 - Attitude and Teamwork (Certificate of Completion) _____
 - 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 Score Rpt. _____

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

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: Writing Documents Score Report _____

Unit 3: Business Memos
Unit Quiz: Business Memos Score 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 posttest 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 OhioMeansJobs website training sessions as outlined on the previous pages.

(School Program Administrator Signature)

(Date)



Points of Contact – Participating Companies

Ace Hardware Distribution Center

Monica Watkins, SPHR
Human Resources Manager
Kathryn Hren, Human Resources
10 Enterprise Parkway
West Jefferson, OH 43162
614-879-6400
mwatk@acehardware.com
khren@acehardware.com

Armaly Brands

Lisa Tyree
Human Resources Manager
110 W. First Street
London, OH 43140
740-852-3621 ext. 115
Lisa.tyree@armalybrands.com

BST Co.

Tracy Mathewson
460 E. High St.
London, OH 43140
740-852-9700
tmathewson@bsttrucking.com

DB Schenker

Rhonda Bosworth
SR. HR Representative
15 Commerce Pkwy.
West Jefferson, OH 43162
614-349-2060
Rhonda.Bosworth@dbschenker.com

GRA-MAG Truck Interior System

Colleen Uhrig
Human Resources Representative
470 East High Street
London, OH 43140
740-490-1009
colleen.uhrig@gramag.com

Intelligrated

Diane Conner
Human Resources Representative
350 E. High St.
London, OH 43140
740-490-0255
diane.conner@intelligrated.com

Jefferson Industries Corp.

Tamra Chapman
Assistant Mgr., Associate Relations
6670 Ohio 29
West Jefferson, OH 43162
614-879-4304
t_chapman@jic-ohio.com

Keihin Thermal Technology of America

Mike Oyer
Human Resources Manager
10500 Oday Harrison Road
Mt. Sterling, OH 43143
740-869-5024
mike.oyer@kttamerica.com

Madison Health

Jennifer Wayman
HR Generalist
210 N. Main Street
London, OH 43140
740-845-7000
jwayman@madison-health.com



M.H. Eby

Dave Wentzel
Human Resources Manager
4435 Ohio State Route 29
West Jefferson, OH 43162
614-879-6901
dave.wentzel@mheby.com

Nissen Chemitec

Chrystal Beverly
Human Resources
475 E. High Street
London, OH 43140
740-845-3585
cbeverly@nissenchemitec.com

Restoration Hardware

Tamara Kochheiser
100 Enterprise Pkwy.
West Jefferson, OH 43162
614-379-9000 ext. 3046
tkochheiser@restorationhardware.com
Call center interviews are based on skill sets, experience, and review/approval of the CSC/HR leadership.

Stanley Electric U.S. Co.

Shelly McCoy
Human Resources Coordinator
420 E. High Street
London, OH 4314
740-852-5200 ext. 1230
smccoy@stanleyus.com

- Individual companies may initially hire through a staffing agency in order to offer employment.
- Some businesses may have age requirements. Please contact the business point of contact for additional information.



Points of Contact – School Districts

Jonathan Alder High School

Ann Davis
Counselor
9200 US HWY 42 S.
Plain City, OH 43064
614-873-4642
davisan@japioneers.org

Tolles Career & Technical Center

Beth Fogelsong
Career Connections Coordinator
7877 U.S. Hwy. 42 S.
Plain City, OH 43064
614-873-4666 ext. 4295
bfogelsong@tollestechn.com

London High School

Maggie Gates
Counselor
336 Elm Street
London, OH 43140
740-852-5705 ext. 1105
maggie.gates@london.k12.oh.us

Madison-Plains High School

Lauren Colles
800 Linson Road SW
London, Ohio 43140
740-490-0673
lcolles@mplsd.org

West Jefferson High School

Joe Palazzo
Counselor
1 Roughrider Drive
West Jefferson, OH 43162
614-879-7681 ext. 2306
jpalazzo@westjeff.org



2018-2019 Madison County Workforce Readiness Credential Scholarship Application

Madison County Future, Inc. will award at least two \$500.00 scholarships to two graduating high school seniors that will be used during the 2019-2020 academic year. Applications will be due in April of 2019 with specific dates to be released through counselors on a later date.

Eligibility requirements:

- Must be currently attending high school at Madison-Plains, London, Jonathan Alder, West Jefferson or Tolles Career and Technical Center.
- Must be enrolled or plan to enroll in a certificate or degree-conferring institution for the 2019-2020 academic year.
- Must submit completed Madison County Workforce Readiness Credential packet to Academic Advisor/Counselor, including a maximum 500-word essay on how you will use the soft skills you developed to advance in your chosen career field.
- Applicant must show a record that they are on pace to meet the attendance requirement in the Madison County Workforce Readiness Credential.
- Must be employed or show intent to be employed by a company participating in the Madison County Workforce Readiness Credential.
- Application must be completed and submitted to the student’s academic advisor/counselor on or before April 20, 2018.
- Earn at least a 2.0 GPA for the semester/quarter the scholarship will be used.
- This is NOT a need-based scholarship nor is there an age requirement.

Recipients will be notified via their academic advisor/counselor by May 3, 2019. Awards will be presented during a scheduled scholarship awards ceremony of an awardee’s district. The recipient must use the funds during the 2019-2020 academic year or forfeit the funds. Recipient must provide proof of registration and the awards will be made payable to that institution. Contact David Kell at david@madisoncountyohio.org if you have any questions.

Full Name: _____

Last	First	M.I.
-------------	--------------	-------------

Address: _____

Street Address	Apt/#	
City	State	ZIP

Phone: _____

Email: _____

Have you completed and attached the Madison County Workforce Readiness Credential? Yes No

Name of High School: _____

Address: _____

<i>Street Address</i>	<i>Apt/#</i>	
<i>City</i>	<i>State</i>	<i>ZIP</i>

Name of College/University: _____

Address: _____

Street Address	Apt/#	
City	State	ZIP

Awareness: Soft Skills at Google

Project Oxygen [data from founding in 1998 to 2013] shocked everyone by concluding that, among the eight most important of Google's top employees, STEM (Science, Technology, Engineering and Mathematics) expertise comes in dead last. The seven top characteristics of success at Google are soft skills. Some of the skills include:

1. Communicating and listening well
2. Possessing insights into others (including other's different values and points of view)
3. Having empathy toward and being supportive of one's colleagues
4. Being a good critical thinker and problem solver
5. Being able to make connections across complex ideas

Source: Valerie Strauss, "The surprising thing Google learned about its employees – and what it means for today's students" (Washington Post, 20 December 2017)

"Project Aristotle [2017] further supports the importance of soft skills even in high-tech environments. Project Aristotle analyzes data on incentive and productive teams. Google takes pride in its A-teams, assembled with top scientists, each with the most specialized knowledge and able to throw down one cutting-edge idea after another. It's data analysis revealed, however, that the company's most important and productive ideas come from B-teams comprised of employees that don't always have to be the smartest people in the room. Project Aristotle shows that the best teams at Google exhibit a range of soft skills: equality, generosity, curiosity toward the ideas of your teammates, empathy and emotional intelligence. And topping the list: emotional safety. No bullying."

Source: Valerie Strauss, "The surprising thing Google learned about its employees – and what it means for today's students" (Washington Post, 20 December 2017)

