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April 17, 2020

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 major Madison County 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 forward and lateral like a jungle gym. Taking advantage of this program will expose you to different careers and opportunities in Madison County 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](mailto:david@madisoncountyohio.org).

Sincerely,

**David Kell**

David Kell, Executive Director  
Madison County Future Inc.

**[Added to the Madison County Workforce Readiness Credential:](#)**

Included in this packet are all requirements for students to earn the OhioMeansJobs-Readiness Seal. The OhioMeansJobs-Readiness Seal is a formal designation that students can earn on their high school diplomas and transcripts indicating they have the personal strengths, strong work ethic and professional experience that businesses need. Requirements are labeled and can be found in light blue throughout the packet. The OhioMeansJobs-Readiness Seal is independent from the Madison County Workforce Readiness Credential, but often share requirements. More information about the OhioMeansJobs-Readiness Seal can be found at:

[education.ohio.gov/Topics/New-Skills-for-Youth/SuccessBound/OhioMeansJobs-Readiness-Seal](http://education.ohio.gov/Topics/New-Skills-for-Youth/SuccessBound/OhioMeansJobs-Readiness-Seal)



## 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

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



## Workforce Readiness Credential Application

Student Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Number Street  
\_\_\_\_\_ City ST ZIP

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

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
- Shekinah Christian School

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)

**OhioMeansJobs Readiness Seal Validation (Attendance)**

Required Professional Skills	Evidence of How I Demonstrated this Skill	Where I Demonstrated the Skill	Mentor Validation (Initial)	Mentor Comments
<b>Reliability</b> – Student has integrity and responsibility in professional settings.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Punctuality</b> – The student arrives to commitments on time and ready to contribute.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		



**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)

### OhioMeansJobs Readiness Seal Validation (Career)

Required Professional Skills	Evidence of How I Demonstrated this Skill	Where I Demonstrated the Skill	Mentor Validation (Initial)	Mentor Comments
<b>Work Ethic</b> – The student has effective work habits, personal accountability and a determination to succeed.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Professionalism</b> – The student demonstrates honesty. He or she dresses and acts appropriately and responsibly. He or she learns from mistakes		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Discipline</b> – The student abides by guidelines, demonstrates self-control and stays on task.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Teamwork/Collaboration</b> – The student builds collaborative relationships with others and can work as a part of a team.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Learning Agility</b> – The student desires to continuously learn new information and skills.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Critical Thinking/Problem Solving</b> - The student exercises strong decision-making skills, analyzes issues effectively and thinks creatively to overcome problems.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Leadership</b> – The student leverages the strengths of others to achieve common goals. He or she coaches and motivates peers and can prioritize and delegate work.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		





## 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)

### Student OhioMeansJobs Readiness Seal Validation

#### Drug-Free Pledge

I \_\_\_\_\_ (Print First, Last Name) Pledge to be **Drug Free**. I pledge to be **responsible** and care for myself and others by speaking up and speaking out if help is needed. I pledge to be **smart** and think about the consequences of social situations peer pressures. I pledge to be **in control**, think ahead and do my best to avoid putting myself and others in compromising situations. I pledge to be a **leader**, because I understand that what I do has the power to influence those around me. I pledge to **engage** in my future and be a SuccessBound student by achieving the OhioMeansJobs Readiness Seal.



## 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](http://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](http://www.ohiomeansjobs.com) and click on the green “Individual” button
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”. Backpack will be used to hold all tests and tutorials completed, as well as other items pertaining to job research.
4. Once 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](http://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. Attach your results to the back of this packet for submission.

### Steps to Ohio Means Jobs Skills Assessment

1. [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com)  
 Enter "Individuals Portal"  
 Sign in K-12 Backpack  
 Click "Plan-It" tab on the left side of the site  
 Click Green "Visit Online Training Center" Button

#### Master Core Business Skills

Business Math: Solved  
 General Math Skills Practice, Part 1 (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)

**OhioMeansJobs Readiness Seal Validation (Skills Development)**

Required Professional Skills	Evidence of How I Demonstrated this Skill	Where I Demonstrated the Skill	Mentor Validation (Initial)	Mentor Comments
<b>Creativity and Innovation</b> – The student is original and inventive. He or she communicates new ideas to others, drawing on knowledge from different fields to find solutions.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Oral and Written Communication</b> – The student articulates thoughts and ideas clearly and effectively in written and oral forms.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Digital Technology</b> – The student has an in-depth understanding of emerging technology and leverages technology to solve problems, complete tasks and accomplish goals.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Global/Intercultural Fluency</b> – The student values, respects and learns from diverse groups of people		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		
<b>Career Management</b> – The student is a self-advocate. He or she articulates strengths, knowledge and experiences relevant to success in a job or postsecondary education.		<input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> Work		



## Points of Contact – Participating Companies

### Ace Hardware Distribution Center

Tamra Chapman  
Human Resources  
10 Enterprise Parkway  
West Jefferson, OH 43162  
614-879-6400  
Tchap1@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.

460 E. High St.  
London, OH 43140  
740-852-9700

### GRA-MAG Truck Interior System

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

### Honeywell Intelligrated

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

### Jefferson Industries Corp.

Larry McDonald  
6670 Ohio 29  
West Jefferson, OH 43162  
614-879-4304  
L\_mcdonald@jic-ohio.com

### Keihin Thermal Technology of America

Samantha Wilkins  
Human Resources Manager  
10500 Oday Harrison Road  
Mt. Sterling, OH 43143  
740-869-5024  
swilkins@keihin-na.com



Madison Health

Katie Haughn  
Employment Coordinator  
210 N Main St  
London, OH 43140  
740-845-7300  
khaughn@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 America

Mike Buehrer  
Assistant Manager of Human Resources  
475 E. High Street  
London, OH 43140  
740-845-3585  
mbuehrer@nissenchemitec.com

Restoration Hardware

Jessica Lewis  
100 Enterprise Pkwy.  
West Jefferson, OH 43162  
614-379-9000  
Jlewis2@restorationhardware.com  
Call center interviews are based on skill sets, experience, and review/approval of the CSC/HR leadership.

Wincup

150 4<sup>th</sup> Ave  
Mt. Sterling, OH 43143  
740-869-2964

Stanley Electric U.S. Co.

Shelly McCoy  
Human Resources Coordinator  
420 E. High Street  
London, OH 43140  
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

### 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

### Shekinah Christian Schools

Linda Shetler  
Teacher Guidance Counselor  
10040 Lafayette Plain City Road  
Plain City, OH 43064  
614-873-3130  
lshetler@shekinahchristian.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@tollestechnology.com

### West Jefferson High School

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



**OhioMeansJobs Readiness Seal (Mentor Validation)**

Each mentor is to sign, initial, print and date below. In addition, each mentor must provide his or her position and school, company or organization name with at least one method of contact to verify the student demonstrated the professional skills detailed in this packet while under the mentor’s supervision. Initials must match those in the mentor sections throughout this packet for authentication

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Mentor Signature	Initials	Print Name	Position and School, Organization or Company	Phone Number	Email	Date
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Mentor Signature	Initials	Print Name	Position and School, Organization or Company	Phone Number	Email	Date
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Mentor Signature	Initials	Print Name	Position and School, Organization or Company	Phone Number	Email	Date
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**OhioMeansJobs Readiness Seal (Student Validation)**

By signing below, I declare that the information provided in this packet is true, complete and accurate. I understand that any willful dishonesty and/or failure to provide complete, accurate information within form will be grounds to withdraw my submission and issuance of the OhioMeansJobs Readiness Seal. I acknowledge that a school representative may verify the information provided on this form by contacting one or more mentors listed above.

Student Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Email: \_\_\_\_\_

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



## 2019-2020 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 2021-2022 academic year. Applications will be due to your school contact or to David Kell by April 24, 2021.

Eligibility requirements:

- Must be currently attending high school at Madison-Plains, London, Jonathan Alder, West Jefferson, Shekinah Christian Schools or Tolles Career and Technical Center.
- Must be enrolled or plan to enroll in a certificate or degree-conferring institution for the 2021-2022 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, 2021.
- 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, 2021. Awards will be presented during a scheduled scholarship awards ceremony of an awardee’s district. The recipient must use the funds during the 2021-2022 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: \_\_\_\_\_

<b>Last</b>	<b>First</b>	<b>M.I.</b>
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Address: \_\_\_\_\_

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

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: \_\_\_\_\_

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

## 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)