

BOCES Employability Profile

Cohort:

Student:

Student ID:

School District:

School Years:

CTE Program:

CTE School:

Teacher 1:

Teacher 2:

Student Grades

SCHOOL YEAR	GRADE AVERAGE
School Year 1 (Junior)	
School Year 2 (Senior)	
Cumulative Grade	

Skills Assessment

PARTS	OVERALL SKILLS AVERAGE	Qtrs 1-2	Qtrs 3-4	Qtrs 1-2	Qtrs 3-4	TOTAL AVG.
Part 1	CDOS Performance Skills Cumulative					
Part 2	Industry and Technical Skills Cumulative					
TOTAL SCORE AVERAGE (Parts 1 & 2)						

WORK-BASED LEARNING COMPLETION

Completed 54 WBL Hours

Passed the 21st Century Exam

TECHNICAL ENDORSEMENT ELIGIBILITY

Written Exam

Practical Assessment

Student Portfolio

Student Completed CTE Coursework

Additional Criteria Needed for Technical Endorsement by District School

- Student Completes 22 units of credit for graduation (minimum)
- Student Passes the (4+1) required Regents Exams (or approved alternatives)

Comments

Evaluation Grading Scale for Part 1 and Part 2

Unsatisfactory (1)	Needs Improvement (2)	Meets Expectations (3)	Exceeds Expectations (4)
Not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. Needs additional training.	Inconsistently demonstrates the skills needed for the position. Further development is needed.	Demonstrates the skills required for the position with rare exceptions, and shows initiative in improving skills.	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as a leader that improves overall team.

Evaluator's
Initials

Submission
Date

Jr. 1st Submission

Jr. 2nd Submission

Sr. 3rd Submission

Final Submission Senior Qtr. 4 s/

Teacher Signature

Date

Part 1: Career Development and Occupational Standards (CDOS) Skills

Part 1: Career Development and Occupational Standards (CDOS) Skills		RATING				
		Junior		Senior		
PERFORMANCE SKILLS	PERFORMANCE EXPECTATIONS	Qtrs 1-2	Qtrs 3-4	Qtrs 1-2	Qtrs 3-4	COMMENTS
Integrity	Attendance	Understands work expectations for attendance and adheres to them. Notifies supervisor in advance in case of absence.				
	Punctuality	Understands work expectations for punctuality. Arrives on time for work, takes and returns from breaks on time and calls the supervisor prior to being late.				
Work Ethic	Takes Initiative	Participates fully in task or project from initiation to completion. Initiates interactions with supervisor for the next task upon completion of previous one.				
	Quality of Work	Gives best effort, evaluates own work and utilizes feedback to improve work performance. Strives to meet quality standards and provides optimal customer service.				
Professionalism	*Response to Supervision	Accepts direction, feedback and constructive criticism with positive attitude and uses information to improve work performance. Demonstrates flexibility when nature of work changes.				
	Workplace Appearance	Dresses appropriately for the position and duties. Practices personal hygiene appropriate for position and duties.				
Responsibility	Observes Critically	Carefully attends to visual sources of information. Evaluates the information for accuracy, bias and usefulness. Develops a clear understanding of the information.				
	Knowledge of Workplace	Demonstrates understanding of workplace policy and ethics.				
Self Motivation	Solves Problems and Makes Decisions	Identifies the nature of the problem, evaluates various ways of solving the problem and selects the best alternative.				
	Takes Responsibility	Identifies one’s strengths and weaknesses. Sets goals for learning. Identifies and pursues opportunities for learning. Monitors one’s progress toward achieving these goals.				
Communication	Communication Skills	Gives full attention to what other people are saying, asks questions as appropriate and understands what was heard. Communicates concerns clearly and asks for assistance when needed.				
Teamwork	Cooperates with Others	Interacts and communicates with others in a friendly and courteous way. Shows respect for others’ ideas, opinions and racial and cultural diversity. Effectively works as a member of a team.				
	Resolves Conflicts	Identifies the source of conflict, suggests options to resolve it and helps parties reach a mutually satisfactory agreement.				
Job Specific Skills	Reads with Understanding	Reads print materials in a variety of formats (signs, books, instruction sheets, forms, charts, etc.) to locate, understand, apply and manage information they contain.				
	Solves Problems using Math	Works with mathematical information (numbers, symbols, etc.), procedures, and tools and applies skills to answer a question, solve a problem, verify the reasonableness of results, make a prediction or carry out a task that has mathematical dimensions.				
Safety & Health	Health and Safety	Complies with health and safety rules for specific workplace.				
Computer & Tech Literacy	Technology	Uses job-related tools, technologies and materials appropriately.				

* (Additionally) SkillsUSA Equivalent: Adaptability and Flexibility

1. Unsatisfactory 2. Needs Improvement 3. Meets Expectations 4. Exceeds Expectations

*If Blank Not Applicable

Part 2: CTE Industry and Technical Skills

RATING			
Junior		Senior	

INDUSTRY & TECH SKILLS	INDUSTRY & TECHNICAL EXPECTATIONS	Qtrs 1-2	Qtrs 3-4	Qtrs 1-2	Qtrs 3-4	COMMENTS

Part 3: Certificates, Endorsements, and Work-Based Learning

3.a Organizations, Leadership, Certifications, Endorsements

CLUBS, CERTIFICATES, & STUDENT ORGANIZATIONS	ROLE PLAYED / ACCOMPLISHMENT (Member, Secretary, Activity, Etc.)	CLUBS, CERTIFICATES, & STUDENT ORGANIZATIONS	ROLE PLAYED / ACCOMPLISHMENT (Member, Secretary, Activity, Etc.)
SkillsUSA			
National Tech Honor Society			
Class Club			

3.b Work Based Learning

TYPE OF EXPERIENCE	DESCRIPTION	TOTAL HOURS
CO-OP (Capstone)		
Unpaid Internships (CEIP)		
School-Based Enterprise (paid live work)		
Industry-Based Projects (unpaid live work)		
Job Shadowing		
Community Service / Volunteering		
Clinical Hours (HOT, Cos, EMS)		
Optional Career Aware Experiences		
Supervised Agricultural Experience		
		TOTAL HOURS

3.c 21st Century Exam

Input highest score achieved

EXAM	DATE	CUT SCORE	EARNED %	✓ IF FAILED	✓ IF PASSED	STATUS
YouScience Precision 21st Century Exam (300)						

3.d Technical Assessment

Cut Scores change, please verify for accuracy of the input default Cut Score.

ASSESSMENT	EXAM TITLE AND NUMBER	CUT SCORE	EARNED %	✓ IF FAILED	✓ IF PASSED	STATUS
1. Written Exam						
2. Practical Assessment						
3. Student Portfolio						

Cut Scores change, please verify for accuracy of the input default Cut Score.