

BOCES

Employability Profile

Cohort:

Student:

School District:

CTE Program:

Teacher 1:

Teacher 2:

Student ID:

School Years:

CTE School:

Student Grades

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

Skills Assessment

PARTS	OVERALL SKILLS AVERAGE	Junior		Senior		TOTAL AVG.
		Qtrs 1-2	Qtrs 3-4	Qtrs 1-2	Qtrs 3-4	
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

Comments

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)

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

Date

Jr. 2nd Submission

Final Submission Senior Qtr. 4 S/

Sr. 3rd Submission

Teacher Signature

*If Blank Not Applicable

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

		RATING			
		Junior		Senior	
		Qtrs 1-2	Qtrs 3-4	Qtrs 1-2	Qtrs 3-4
SkillsUSA	PERFORMANCE SKILLS	PERFORMANCE EXPECTATIONS			
Integrity	Attendance	Understands work expectations for attendance and adheres to them. Notifies supervisor in advance in case of absence.			
Work Ethic	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.			
Professionalism	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.			
Responsibility	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.			
Self Motivation	*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.			
Communication	Workplace Appearance	Dresses appropriately for the position and duties. Practices personal hygiene appropriate for position and duties.			
Teamwork	Observes Critically	Carefully attends to visual sources of information. Evaluates the information for accuracy, bias and usefulness. Develops a clear understanding of the information.			
Job Specific Skills	Knowledge of Workplace	Demonstrates understanding of workplace policy and ethics.			
Safety & Health	Solves Problems and Makes Decisions	Identifies the nature of the problem, evaluates various ways of solving the problem and selects the best alternative.			
Computer & Tech Literacy	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 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.			
	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.			
	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.			
	Health and Safety	Complies with health and safety rules for specific workplace.			
	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

Part 2: CTE Industry and Technical Skills

**If Blank Not Applicable*

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

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.)
SkillsUSA	
National Tech Honor Society	
Class Club	

CLUBS, CERTIFICATES, & STUDENT ORGANIZATIONS	ROLE PLAYED / ACCOMPLISHMENT (Member, Secretary, Activity, Etc.)

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		

3.c 21st Century Exam

Input highest score achieved

TOTAL HOURS

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.