



# Orleans Niagara BOCES Employability Profile

Cohort:

Last

First

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<br>(1)   | Needs Improvement<br>(2)   | Meets Expectations<br>(3)   | Exceeds Expectations<br>(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

Date

Final Submission Senior Qtr. 4 s/

Teacher Signature

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

| PERFORMANCE SKILLS       |                                     | PERFORMANCE EXPECTATIONS  | RATING   |          |          |          | COMMENTS |
|--------------------------|-------------------------------------|---|----------|----------|----------|----------|----------|
|                          |                                     |   | Qtrs 1-2 | Qtrs 3-4 | Qtrs 1-2 | Qtrs 3-4 |          |
| 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*



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<br>(Member, Secretary, Activity, Etc.) | CLUBS, CERTIFICATES, & STUDENT ORGANIZATIONS | ROLE PLAYED / ACCOMPLISHMENT<br>(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         |             |                    |
|  |             | <b>TOTAL HOURS</b> |

### 3.c 21st Century Exam

Input highest score achieved

| EXAM  | DATE | CUT SCORE | EARNED % | ✓ IF FAILED | ✓ IF PASSED | STATUS |
|---|------|-----------|----------|-------------|-------------|--------|
| YouScience Precision<br>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.