# EMPLOYABILITY PROFILE

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| **Student Name:** |  | | **Identification Number:** |  | **Home District:** |  |
| **CTE Program:** |  | | **Teacher Name:** |  | **School Year:** |  |
| **Type of Work-based Learning Experience(s):** | | **Worksite Name/Location(s):** | | | **Description of Experience(s)** | |
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**EVALUATION GRADING SCALE: GENERAL KEY**

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| **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.** |
| **PERFORMANCE SKILLS** | **PERFORMANCE EXPECTATIONS** | | | | **DATE:** | | **DATE:** | | **DATE:** | | **DATE:** | | **COMMENTS: STUDENT WORK READINESS SKILLS** |
| **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 supervisor prior to being late. | | | |  | |  | |  | |  | |  |
| **WORKPLACE APPEARANCE** | Dresses appropriately for the position and duties. Practices personal hygiene appropriate for position and duties. | | | |  | |  | |  | |  | |  |
| **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. | | | |  | |  | |  | |  | |  |
| **KNOWLEDGE OF WORKPLACE** | Demonstrates understanding of workplace policy and ethics. | | | |  | |  | |  | |  | |  |
| **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. | | | |  | |  | |  | |  | |  |
| **PERFORMANCE SKILLS** | **PERFORMANCE EXPECTATIONS** | | | | **DATE:** | | **DATE:** | | **DATE:** | | **DATE:** | | **COMMENTS: STUDENT WORK READINESS SKILLS** |
| **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. | | | |  | |  | |  | |  | |  |
| **SOLVES PROBLEMS & MAKES DECISIONS** | Identifies the nature of the problem, evaluates various ways of solving the problem and selects the best alternative. | | | |  | |  | |  | |  | |  |
| **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 to accomplish a task. | | | |  | |  | |  | |  | |  |
| **RESOLVES**  **CONFLICT** | Identifies the source of conflict, suggests options to resolve it and helps parties reach a mutually satisfactory agreement. | | | |  | |  | |  | |  | |  |
| **OBSERVES**  **CRITICALLY** | Carefully attends to visual sources of information. Evaluates the information for accuracy, bias and usefulness. Develops a clear understanding of the information. | | | |  | |  | |  | |  | |  |
| **TAKES RESPONSIBILITY FOR LEARNING** | Identifies one’s strengths and weaknesses. Sets goals for learning. Identifies and pursues opportunities for learning. Monitors one’s progress toward achieving these goals. | | | |  | |  | |  | |  | |  |
| **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 & SAFETY** | Complies with health and safety rules for specific workplace. | | | |  | |  | |  | |  | |  |
| **TECHNOLOGY** | Uses job-related tools, technologies and materials appropriately. | | | |  | |  | |  | |  | |  |
| **ADDITIONAL INFORMATION** | | | | | | | | | | | | | | |
| **Based on your knowledge of this student, how would you rate his/her overall work performance?** | | | |  | |  | |  | |  | |  | | |
| **OTHER WORK-RELATED (JOB SPECIFIC/TECHNICAL SKILLS); STRENGTHS and/or ACADEMIC ACHIEVEMENTS:** | | | | | | | | | | | | | | |
| **Signature of Student:** | **Print name:** | |  | | | **Review date:** | | | | | | | | |
| **Signature of reviewer:** | **Print name:** | | **Title:** | | | **Review date:** | | | | | | | | |

**EMPLOYABILITY PROFILE – RECORD OF COURSEWORK AND WORK-BASED LEARNING**

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| **Student Name:** | **Home District:** | | **School Personnel:** | **Title:** |
| **Career and Technical Education**  **(CTE) Coursework** | **Year** | **Comments** | | **# of Hours** |
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| **Work-based Learning Experiences** | **Year** | **Comments** | | **# of Hours** |
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| **Industry-based Assessments (if any)** | **Year** | **Comments** | | **Score** |
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| http://www.swboces.org/files/698/med%20bw.%20swboces%20logo.jpg | | | **Total # of CTE Coursework hours** |  |
| **Total # Work-based Learning Experience**  **hours** |  |
| **Final Total # of hours (216 required hours which include at least 54 hours of work based-**  **learning)** |  |