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| **Proficiency and Employability Profile** |
|  | OFFICE SKILLS |
|  |  |  |  |
| Name: |  | Teacher’s Name: |  |
| Home School: |  |  |  |
| Parents’ Name: |  | Phone Number: |  |
| Address: |  |

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| **Note to Instructors:** | **Note to Employers:** |
| Directions: | Evaluate the student by checking the appropriate number to indicate degree of competency. The rating for each task should reflect employability readiness rather than the grade given in class.  | This list outlines the skills included in the SWBOCES curriculum & the Instructors’ appraisal of the student’s entry-level employability. |
| Rating Scale: | **4 – Mastered:** Can work independently with no supervision**3 – Requires Limited Supervision:** Perform job completely with limited supervision**2 – Requires Supervision:** Perform job completely with supervision**1 – Instructed:** Practiced skill in classroom**N – No Exposure** or knowledge in this area |  |

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| **A. RECEPTIONIST** | Date | Date | Date | Date |  | **D. WORD** | Date | Date | Date | Date |  |
| Answers phones |  |  |  |  |  | Format a Business Letter |  |  |  |  |  |
| Transfer calls |  |  |  |  |  | Format a Memo |  |  |  |  |  |
| Take messages |  |  |  |  |  | Create Envelopes and Labels |  |  |  |  |  |
| Takes business orders |  |  |  |  |  | Create Bulleted and Numbered Lists |  |  |  |  |  |
| Makes appointments |  |  |  |  |  | Tables |  |  |  |  |  |
| **B. OFFICE EQUIPMENT** |  |  |  |  |  | Mail Merge |  |  |  |  |  |
| Copy Machine Operations |  |  |  |  |  | **E. EXCEL** |  |  |  |  |  |
| Adding Machine |  |  |  |  |  | Print Worksheets and Workbooks |  |  |  |  |  |
| Telephone Console |  |  |  |  |  | Email workbooks |  |  |  |  |  |
| Paper Shredder |  |  |  |  |  | Enter numbers and text |  |  |  |  |  |
| Binding Machine |  |  |  |  |  | Fill Formulas |  |  |  |  |  |
| Laminating Machine |  |  |  |  |  | Organize worksheets |  |  |  |  |  |
| Change Toner and Ink Cartridges |  |  |  |  |  | Apply formatting |  |  |  |  |  |
|  |  |  |  |  |  | Create charts |  |  |  |  |  |
| **C. POWERPOINT** |  |  |  |  |  | Enter formulas |  |  |  |  |  |
| Plan and Create a new presentation |  |  |  |  |  | **F. PUBLISHER** |  |  |  |  |  |
| Change Themes |  |  |  |  |  | Create Greeting Cards |  |  |  |  |  |
| Create Bulleted list |  |  |  |  |  | Create Postcards |  |  |  |  |  |
| Animate Text, slide titles and bulleted lists |  |  |  |  |  | Create Flyers |  |  |  |  |  |
| Add Transitions |  |  |  |  |  | **G. FILING** |  |  |  |  |  |
| Add Sound clips and movies |  |  |  |  |  | Familiar with equipment |  |  |  |  |  |
| Insert Pictures and graphics |  |  |  |  |  | File alphabetically |  |  |  |  |  |
| Modify Graphics |  |  |  |  |  | File Numerically |  |  |  |  |  |
|  |  |  |  |  |  | File Personal Names |  |  |  |  |  |
|  |  |  |  |  |  | File Business Names |  |  |  |  |  |
| **H. COMPUTER CONCEPTS** |  |  |  |  |  | **I. RETAIL** |  |  |  |  |  |
| General Computer Knowledge |  |  |  |  |  | Make change |  |  |  |  |  |
| Introduction to Networks |  |  |  |  |  | Take phone orders |  |  |  |  |  |
| Security protocol |  |  |  |  |  | Delivery of product |  |  |  |  |  |
| Current Software |  |  |  |  |  | Take in person orders |  |  |  |  |  |
|  |  |  |  |  |  | Fill out order forms |  |  |  |  |  |
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| **Additional Comments:** |
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| I have examined the above evaluation and grant Southern Westchester BOCES permission to forward organizations and/or persons requesting this evaluation.  |
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| Student’s Signature |  | Date |  | Teacher’s Signature |  | Date |