EAST HIGH SCHOOL – ROCHESTER CITY SCHOOL DISTRICT
Career and Technical Education Department

EMPLOYABILITY PROFILE

Scholar Name:	Click or tap here to enter text.		
CTE Program of Study:	Click or tap here to enter text.	Instructor:	Click or tap here to enter text.
Grade:	9th ☐ 10th ☐ 11th ☐ 12th ☐	School Year:	Click or tap here to enter text.

Rating Scale:	**4•Outstanding:** Expertly demonstrates knowledge/skill required for an entry-level position. Often exceeds expectations and has emerged as a leader **3•Proficient:** Consistently demonstrates knowledge/skill required for an entry level position and shows initiative in improving skills **2•Developing:** Demonstrates some (or inconsistently demonstrates) knowledge/skill required for an entry level position. More growth is needed **1•Needs Improvement:** Rarely demonstrates knowledge/skill required for entry level position. Further development is needed **N/O=Not Observed:** Has yet to demonstrate knowledge/skill required for entry level position.

Skills/Competencies	MP 1	MP 2	MP 3	MP 4	Comments
ATTENDANCE:					Click or tap here to enter text.
☐ Understands work expectations for attendance and adheres to them.					
☐ Notifies supervisor in advance in case of absence.					
PUNCTUALITY:					Click or tap here to enter text.
☐ Understands work expectations for punctuality.					
☐ Arrives on time for work.					
☐ Takes and returns from breaks on time.					
☐ Calls supervisor prior to being late.					

(Taken from the NYSED Employability Profile) http://www.p12.nysed.gov/specialed/publications/CDOScredential-att4.pdf

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Skills/Competencies	MP 1	MP 2	MP 3	MP 4	**Comments**
WORKPLACE APPEARANCE:					Click or tap here to enter text.
▪ Dresses appropriately for the position and duties.					
▪ Practices personal hygiene appropriate for position and duties.					
TAKES INITIATIVE:					Click or tap here to enter text.
▪ 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:					Click or tap here to enter text.
▪ Gives best effort.					
▪ Evaluates own work.					
▪ Utilizes feedback to improve work performance.					
▪ Strives to meet quality standards and provides optimal customer service.					
KNOWLEDGE OF WORKPLACE:					Click or tap here to enter text.
▪ Demonstrates understanding of workplace policy and ethics.					
RESPONSE TO SUPERVISION:					Click or tap here to enter text.
▪ Accepts direction, feedback and constructive criticism with positive attitude.					
▪ Uses information to improve work performance.					
▪ Demonstrates flexibility when nature of work changes.					
COMMUNICATION SKILLS:					Click or tap here to enter text.
▪ 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.					

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Skills/Competencies	MP 1	MP 2	MP 3	MP 4	Comments
SOLVES PROBLEMS AND MAKES DECISIONS:					Click or tap here to enter text.
▪ Identifies the nature of the problem.					
▪ Evaluates various ways of solving the problem.					
▪ Selects the best alternative to solve the problem.					
▪ Acts on decision.					
COOPERATES WITH OTHERS:					Click or tap here to enter text.
▪ 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 CONFLICT:					Click or tap here to enter text.
▪ Identifies the source of conflict.					
▪ Suggests options to resolve the conflict.					
▪ Helps parties reach a mutually satisfactory agreement.					
OBSERVES CRITICALLY:					Click or tap here to enter text.
▪ 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:					Click or tap here to enter text.
▪ Identifies one's strengths and weaknesses.					
▪ Sets goals for learning.					
▪ Identifies and pursues opportunities for learning.					
▪ Monitors one's progress toward achieving these goals.					

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Skills/Competencies	MP 1	MP 2	MP 3	MP 4	Comments
READS WITH UNDERSTANDING:					Click or tap here to enter text.
▪ Reads print materials in a variety of formats (signs, books, instruction sheets, forms, charts, etc.) to locate, understand, apply and manage information they contain.					
SOLVE PROBLEMS USING MATH:					Click or tap here to enter text.
▪ Works with mathematical information (numbers, symbols, etc.), procedures, and tools.					
▪ Applies mathematical 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:					Click or tap here to enter text.
▪ Complies with health and safety rules for specific workplace.					
TECHNOLOGY:					Click or tap here to enter text.
▪ Uses job-related tools, technologies, and materials appropriately.					

TECHNICAL (CTE) EXAMS/CERTIFICATIONS: (Competencies from: **Place the exam name/number here for NOCTI/Precision Exams/Other)**:

Exam Name/Number	Click or tap here to enter text.
Certification Name:	Click or tap here to enter text.
Certification Name:	Click or tap here to enter text.
Certification Name:	Click or tap here to enter text.

STUDENT REFLECTIONS AND TEACHER COMMENTS:

Quarter 1:			
Date:	Click or tap here to enter text.	**Student's Name:**	Click or tap here to enter text.
What contributed to my success this quarter?		Click or tap here to enter text.	
What are my goals for improvement?		Click or tap here to enter text.	
Date:	Click or tap here to enter text.	**Teacher's Name:**	Click or tap here to enter text.
Comments: Click or tap here to enter text.			

Quarter 2:			
Date:	Click or tap here to enter text.	**Student's Name:**	Click or tap here to enter text.
What contributed to my success this quarter?		Click or tap here to enter text.	
What are my goals for improvement?		Click or tap here to enter text.	
Date:	Click or tap here to enter text.	**Teacher's Name:**	Click or tap here to enter text.
Comments: Click or tap here to enter text.			

Quarter 3:

Date:	Click or tap here to enter text.	**Student's Name:**	Click or tap here to enter text.
What contributed to my success this quarter?		Click or tap here to enter text.	
What are my goals for improvement?		Click or tap here to enter text.	
Date:	Click or tap here to enter text.	**Teacher's Name:**	Click or tap here to enter text.
Comments: Click or tap here to enter text.			

Quarter 4:

Date:	Click or tap here to enter text.	**Student's Name:**	Click or tap here to enter text.
What contributed to my success this quarter?		Click or tap here to enter text.	
What are my goals for improvement?		Click or tap here to enter text.	
Date:	Click or tap here to enter text.	**Teacher's Name:**	Click or tap here to enter text.
Comments: Click or tap here to enter text.			