



# EAST HIGH SCHOOL – ROCHESTER CITY SCHOOL DISTRICT

Career and Technical Education Department

CO-HORT YEAR \_\_\_\_\_ GENERAL EMPLOYABILITY SKILLS

Scholar Name:										
CTE Program of Study:					Instructor:					
Grade:	9th	<input type="checkbox"/>	10th	<input type="checkbox"/>	11th	<input type="checkbox"/>	12th	<input type="checkbox"/>	Graduation Year:	

**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 an entry-level position. Further development is needed

**N/O=Not Observed:** Has yet to demonstrate knowledge/skill required for an entry-level position.

Skills/Competencies	9th	10th	11th	12th	Comments
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<b>ATTENDANCE:</b>					
<input type="checkbox"/> Understands work expectations for attendance and adheres to them.					
<input type="checkbox"/> Notifies supervisor in advance in case of absence.					
<b>PUNCTUALITY:</b>					
<input type="checkbox"/> Understands work expectations for punctuality.					
<input type="checkbox"/> Arrives on time for work.					
<input type="checkbox"/> Takes and returns from breaks on time.					
<input type="checkbox"/> Calls supervisor prior to being late.					

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<b>Skills/Competencies</b>	<b>9th</b>	<b>10th</b>	<b>11th</b>	<b>12th</b>	<b>Comments</b>
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<b>WORKPLACE APPEARANCE:</b>					
<ul style="list-style-type: none"> <li>▪ Dresses appropriately for the position and duties.</li> <li>▪ Practices personal hygiene appropriate for position and duties.</li> </ul>					
<b>TAKES INITIATIVE:</b>					
<ul style="list-style-type: none"> <li>▪ Participates fully in tasks or projects from initiation to completion.</li> <li>▪ Initiates interactions with supervisor for the next task upon completion of the previous one.</li> </ul>					
<b>QUALITY OF WORK:</b>					
<ul style="list-style-type: none"> <li>▪ Gives their best effort when completing tasks, in the production of products, and on assessments.</li> <li>▪ Evaluates own work and utilizes feedback to improve work performance.</li> <li>▪ Strives to meet quality standards in work completed</li> </ul>					
<b>KNOWLEDGE OF WORKPLACE:</b>					
<ul style="list-style-type: none"> <li>▪ Demonstrates understanding of workplace policy and ethics.</li> </ul>					
<b>RESPONSE TO SUPERVISION:</b>					
<ul style="list-style-type: none"> <li>▪ Accepts direction, feedback, and constructive criticism with a positive attitude.</li> <li>▪ Demonstrates flexibility when the nature of work changes.</li> </ul>					

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

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<b>Skills/Competencies</b>	<b>9th</b>	<b>10th</b>	<b>11th</b>	<b>12th</b>	<b>Comments</b>
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<b>COMMUNICATION SKILLS:</b>					
<ul style="list-style-type: none"> <li>▪ Gives full attention to what other people are saying.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Asks questions as appropriate and understands what was heard.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Communicates concerns clearly and asks for assistance when needed.</li> </ul>					
<b>SOLVES PROBLEMS AND MAKES DECISIONS:</b>					
<ul style="list-style-type: none"> <li>▪ Identifies the nature of the problem.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Evaluates various ways of solving the problem through critical thinking</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Selects the best alternative to solve the problem then acts on a decision.</li> </ul>					
<b>COOPERATES WITH OTHERS:</b>					
<ul style="list-style-type: none"> <li>▪ Interacts and communicates with others in a friendly and courteous way.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Shows respect for others' ideas, opinions, and racial and cultural diversity.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Effectively works as a member of a team.</li> </ul>					
<b>RESOLVES CONFLICT:</b>					
<ul style="list-style-type: none"> <li>▪ Identifies the source of conflict; suggests options to resolve the conflict.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Works to reach a mutually satisfactory resolution.</li> </ul>					

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<b>OBSERVES CRITICALLY:</b>					
<ul style="list-style-type: none"> <li>Carefully attends to visual, and written sources of information to develop a clear understanding</li> </ul>					
<ul style="list-style-type: none"> <li>Evaluates the information for accuracy, bias and usefulness.</li> </ul>					
<b>TAKES RESPONSIBILITY FOR LEARNING:</b>					
<ul style="list-style-type: none"> <li>Identifies one’s strengths and weaknesses.</li> </ul>					
<ul style="list-style-type: none"> <li>Sets goals for learning.</li> </ul>					
<ul style="list-style-type: none"> <li>Identifies and pursues opportunities for learning.</li> </ul>					
<ul style="list-style-type: none"> <li>Monitors one’s progress toward achieving these goals.</li> </ul>					
<b>READS WITH UNDERSTANDING:</b>					
<ul style="list-style-type: none"> <li>Reads print materials in a variety of formats (signs, books, instruction sheets, forms, charts, etc.) to locate, understand, apply and manage the information they contain.</li> </ul>					
<b>SOLVE PROBLEMS USING MATH:</b>					
<ul style="list-style-type: none"> <li>Works with mathematical information (numbers, symbols, etc.), procedures, and tools.</li> </ul>					
<ul style="list-style-type: none"> <li>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.</li> </ul>					

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<b>HEALTH AND SAFETY:</b>								
<ul style="list-style-type: none"> <li>Complies with health and safety rules for a specific workplace.</li> </ul>								
<b>TECHNOLOGY:</b>								
<ul style="list-style-type: none"> <li>Uses job-related tools, technologies, and materials appropriately.</li> </ul>								

Work-Based Learning		
Type of WBL Experience	Year	Hours
<b>Total WBL Hours</b>		

Postsecondary Credit				
HS Course	College Course	Cr.	Attained	
			Y	N
			Y	N
			Y	N
			Y	N
			Y	N
Technical Assessment			Passed	
<b>Written:</b> Insert exam name here			Y	N
<b>Performance:</b> Insert exam name here			Y	N
<b>Local:</b> Insert exam name here			Y	N
Diploma			Date Obtained	
<b>Diploma Earned:</b> Insert diploma type here				
<b>Technical Endorsement on Diploma</b>			Y	N

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Certifications, Endorsements, Licenses		Additional Comments:
Title	Date Obtained	
Awards, Special Recognition, Scholarships		

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Signature of Reviewer

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Print Name

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Date Reviewed