Employability Profile: Insert program name here  
  
Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) Completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Evaluator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Work-Related Skills

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| --- | --- | --- | --- |
| **Evaluation Grading Scale** | | | |
| **Unsatisfactory (1)** | **Needs Improvement (2)** | **Meets Expectations (3)** | **Exceeds Expectations (4)** |
| Not yet demonstrating the skills outlined and needs to have a plan for improving skills. | Inconsistently demonstrates the skills outlined. Further development is needed. | Demonstrates the skills outlined with rare  exceptions, and shows initiative in improving skills. | Consistently demonstrates skills outlined.  Often exceeds expectations and has emerged as a leader that improves overall team. |

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| --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **Work-Related Skill** | **Performance Expectation** | **Comments** |
| **□** | **□** | **□** | **□** | **Attendance** | Understands & adheres work expectations for attendance. 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. Calls supervisor prior to being late. |  |
| **□** | **□** | **□** | **□** | **Workplace Appearance** | Dresses appropriately for the position and duties. Practices personal hygiene appropriate for position and duties. |  |
| **□** | **□** | **□** | **□** | **Quality of Work** | Gives best effort. Evaluates own work. Utilizes feedback to improve work performance. Strives to meet quality standards; provides optimal customer service. |  |
| **□** | **□** | **□** | **□** | **Resource Management** | Demonstrates the ability to manage personal time and materials. |  |
| **□** | **□** | **□** | **□** | **Communication** | Demonstrates effective communication skills needed to meet expectations in the workplace. |  |
| **□** | **□** | **□** | **□** | **Thinking/Problem Solving** | Solves problems, set goals, and make decisions in order to provide services to best meet the needs of others. |  |
| **□** | **□** | **□** | **□** | **Ethical/Legal Responsibilities** | Demonstrates professional, ethical, and legal  responsibilities. |  |
| **□** | **□** | **□** | **□** | **Interpersonal Dynamics** | Demonstrates how to interact effectively and sensitively with others. |  |
| **□** | **□** | **□** | **□** | **Foundation Development** | Demonstrates a practical understanding of concepts through reading, writing, sample problem  solving, and employment experiences. |  |
| **□** | **□** | **□** | **□** | **Safety** | provide safe environments for self and others. |  |

Technical Knowledge

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| **Evaluation Grading Scale** | | |
| **Learning (L)** | **Proficient (P)** | **Excelling (E)** |
| Continues to develop basic skills. | Performs skills at an effective level and continues to work towards excelling. | Performs skills at a high level and continues to  meet or exceed expectations. |

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| **Components** | **Technical Knowledge Skill Description** | **L** | **P** | **E** | **Comments** |
| **Course Name** |  | **□** | **□** | **□** |  |
|  | **□** | **□** | **□** |  |
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| **Course Name** |  | **□** | **□** | **□** |  |
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| **Course Name** |  | **□** | **□** | **□** |  |
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| **Course Name** |  | **□** | **□** | **□** |  |
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| **Work-Based Learning** | | |  | **Postsecondary Credit** | | | | |
| **Type of WBL Experience** | **Year** | **Hours** |  | **HS Course** | **College Course** | **Cr.** | **Attained** | |
|  |  |  |  |  |  |  | **Y** | **N** |
|  |  |  |  |  |  |  | **Y** | **N** |
|  |  |  |  |  |  |  | **Y** | **N** |
|  |  |  |  |  |  |  | **Y** | **N** |
|  |  |  |  |  |  |  | **Y** | **N** |
|  |  |  |  | **Technical Assessment** | | | **Passed** | |
|  |  |  |  | **Written:** Insert exam name here | | | **Y** | **N** |
|  |  |  |  | **Performance:** Insert exam name here | | | **Y** | **N** |
|  |  |  |  | **Local:** Insert exam name here | | | **Y** | **N** |
|  |  |  |  | **Diploma** | | | **Date Obtained** | |
|  |  |  |  | **Diploma Earned:** Insert diploma type here | | |  | |
| **Total WBL Hours** | |  |  | **Technical Endorsement on Diploma** | | | **Y** | **N** |

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