

## Employability Profile

**CR 100.5 (d)(6)(iv)(2)(v) a work skills employability profile to document student attainment of technical knowledge, work-related skills, endorsements and licenses**

Definitions:

1. Technical knowledge—Practical knowledge and skills specific to a particular CTE career area
2. Work-related skills—Universal knowledge and skills for employment that do not depend upon technical knowledge and are applicable to any career area, e.g., communication skills, teamwork, work ethic, [CDOS 3a \(universal foundation skills\)](#), etc.
3. Endorsements—Certifications and/or industry credentials as they relate to specific programs of study, e.g., ASE, AWS, Microsoft Office, NYSED-Approved CTE Program Technical Endorsement, etc.
4. Licenses—Professional licensure as it relates to a specific program of study, e.g., Cosmetologist, CNA, FAA, etc. (to be included only if applicable to the program)

### Employability Profile Components

- Reflects the program of study and aligns with program content, skills acquired from work-based learning experiences, and skills from the technical assessment
- Identifies technical knowledge and work-related skills as actionable tasks and practices that can be measured
- Includes work-related skills based on professional standards, which can include CDOS 3a (universal foundation skills), CCTC Career Ready Practices, 21<sup>st</sup> Century Skills, and others where appropriate
- Contains a clear rating scale with measurable indicators for student achievement
- Identifies end of program outcomes, such as endorsements and/or licensure

### Employability Profile Practices

- Employability profiles typically range from two to four pages in length
- Evaluation of the technical knowledge and work-related skills must be completed by the instructor, and may also be completed in conjunction with a WBL coordinator or appropriate faculty where applicable
- Employability profiles must be revised, updated, and reviewed on a regular basis with the student

### Exemplar Employability Profiles Also Include

- Space for qualitative feedback that will give the employer a better idea of the student's skills
- Space for students to self-evaluate their skills
- Technical knowledge and work-related skills organized by unit/content area/course

### Samples

[Sample 1 - Ballston Spa CSD - Building Sciences](#)

[Sample 2 - Williamson CSD - Pre-Engineering](#)

[Sample 3 - Eastern Suffolk BOCES - Computer Technology and Repair](#)

## Templates

*These templates are intended to serve as a guide/example of what an employability profile may look like and may be used at the district's discretion. Districts are not required to use these templates and are welcome to develop their own instruments that align with the components and practices outlined above.*

[Template 1 - Employability Profile](#)

[Template 2 - Employability Profile](#)

[Template 3 - Employability Profile](#)