

# Competency Profile

Instructor: \_\_\_\_\_  
 Instructional Program: \_\_\_\_\_  
 \_\_\_\_\_  
 School: \_\_\_\_\_  
 School Address: \_\_\_\_\_

Student: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_

**IN CASE OF EMERGENCY, CONTACT**  
 Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Family Doctor: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Date of Enrollment: \_\_\_\_\_ Total Hours Absent: \_\_\_\_\_  
 Date of Withdrawal: \_\_\_\_\_ Total Instructional Hours: \_\_\_\_\_  
 Date of Completion: \_\_\_\_\_ Total On-The-Job Training Hours: \_\_\_\_\_

## On-the-Job Training/Work Experience

Duration of Employment	Job Title	Job Description	Supervisor's Name	Name/Address of Employer	Telephone

The following profile ratings represent the knowledges, skills, and attitudes that this student has demonstrated at a given time under given conditions. It does not necessarily represent certification of future abilities.

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# Employability Competencies

## Personal Characteristics

**Directions:** Rate the student by checking the appropriate number on each scale. The ratings should be based on your **observation of the student** rather than the grades given in class.

**Rating Scale:**    **3** Above Average  
                           **2** Average  
                           **1** Below Average

3	2	1	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Personal Characteristics</b> <b>1. Relations with others</b> (effectiveness in working with students, instructors, and others; cooperation; shows respect)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Dependability</b> (attendance, punctuality, adherence to schedules and deadlines; consistency and results; perseverance)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Work attitudes</b> (willingness to learn; willingness to accept and profit from evaluation; enthusiasm; initiative; commitment; pride in work)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Communication</b> (listening, speaking, and nonverbal skills; effectiveness in communicating with students; teachers, and others)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Personal hygiene/grooming</b> (personal health care and cleanliness; dresses and maintains self appropriately)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others (please specify) _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

## Job Seeking Techniques

**Directions:** Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect **employability readiness** rather than the grades given in class.

**Rating Scale:**    **3** Above Average  
                           **2** Average  
                           **1** Below Average  
                           **N** No Exposure

3	2	1	N	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Job Seeking Techniques</b> 1. Apply information about self and job opportunities in career decision making
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Write a resume
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Prepare a job application form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Write letters of application and acceptance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Arrange for personal references
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Apply job interview techniques
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Arrange a job interview
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Apply job interview techniques
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Evaluate job offers (actual or simulated)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others (please specify) _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

## Entrepreneurship Awareness

**Directions:** Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect **employability readiness** rather than the grades given in class.

**Rating Scale:**    **3** Above Average  
                           **2** Average  
                           **1** Below Average  
                           **N** No Exposure

3	2	1	N	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Entrepreneurship Awareness</b> 1. Describe five characteristics of a free enterprise economic system (ownership of property, profit motive, risk taking, competition, supply and demand)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Name four forms of business ownership (sole proprietorship, partnership, corporation, cooperative)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Describe advantages and disadvantages of small business ownership
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Identify steps necessary to start a business (evaluate need, site selection, marketing plan, financial plan, management plan)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Identify business opportunities related to training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Identify personal traits of the entrepreneur (versatility, aspirations, energy, integrity, adaptability, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others (please specify) _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____