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| --- | --- | --- | --- | --- |
| **Student Name:** |  | | **Program Name:** | **Retail Services & Office Skills** |
| **Type of Work-based Learning Experience(s):** | | **Worksite Name/Location(s):** | **Description of Experience(s)** | |
| **TechSnax School Store** | | **The Tech Center at Yorktown** | **Sell items to students and staff** | |
| **CVS, TJMaxx, A&P** | | **Triangle Shopping Center, Yorktown Heights, NY** | **Facing, LayUp, Purchasing** | |
| **Industry-Based Assessment (if any):** | | **Year:** | **Score:** | |

n/a

|  |  |  |  |  |  |  |  |  |  |
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| **Unsatisfactory (1)** | | **Needs Improvement (2)** | **Meets Expectations (3)** | | | | | **Exceeds Expectations (4)** | |
| **Not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. Needs additional training.** | | **Inconsistently demonstrates the skills needed for the position. Further development is needed.** | **Demonstrates the skills required for the position with rare exceptions, and shows initiative in improving skills.** | | | | | **Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as a leader that improves overall team.** | |
| **PERFORMANCE SKILLS** | **PERFORMANCE EXPECTATIONS** | | | **1** | **2** | **3** | **4** | | **COMMENTS: STUDENT WORK READINESS SKILLS** |
| **ATTENDANCE** | **Understands work expectations for attendance and adheres to them. 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 and calls supervisor prior to being late.** | | |  |  |  |  | |  |
| **WORKPLACE APPEARANCE** | **Dresses appropriately for the position and duties. Practices personal hygiene appropriate for position and duties.** | | |  |  |  |  | |  |
| **TAKES INITIATIVE** | **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** | **Gives best effort, evaluates own work and utilizes feedback to improve work performance. Strives to meet quality standards and provides optimal customer service.** | | |  |  |  |  | |  |
| **KNOWLEDGE OF WORKPLACE** | **Demonstrates understanding of workplace policy and ethics.** | | |  |  |  |  | |  |
| **RESPONSE TO SUPERVISION** | **Accepts direction, feedback and constructive criticism with positive attitude and uses information to improve work performance. Demonstrates flexibility when nature of work changes.** | | |  |  |  |  | |  |
| **COMMUNICATION** | **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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| **PERFORMANCE SKILLS** | **PERFORMANCE EXPECTATIONS** | **1** | **2** | **3** | **4** | **COMMENTS: STUDENT WORK READINESS SKILLS** |
| **SOLVES PROBLEMS and MAKES DECISIONS** | **Identifies the nature of the problem, evaluates various ways of solving the problem and selects the best alternative.** |  |  |  |  |  |
| **COOPERATES WITH OTHERS** | **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** | **Identifies the source of conflict, suggests options to resolve it and helps parties reach a mutually satisfactory agreement.** |  |  |  |  |  |
| **OBSERVES CRITICALLY** | **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** | **Identifies one’s strengths and weaknesses. Sets goals for learning. Identifies and pursues opportunities for learning. Monitors one’s progress toward achieving these goals.** |  |  |  |  |  |
| **READS WITH UNDERSTANDING** | **Reads print materials in a variety of formats (signs, books, instruction sheets, forms, charts, etc.) to locate, understand, apply and manage information they contain.** |  |  |  |  |  |
| **SOLVES PROBLEMS USING MATH** | **Works with mathematical information (numbers, symbols, etc.), procedures, and tools and applies 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** | **Complies with health and safety rules for specific workplace.** |  |  |  |  |  |
| **TECHNOLOGY** | **Uses job-related tools, technologies and materials appropriately.** |  |  |  |  |  |
| **CAREER MANAGEMENT** | **Prepare cover letter, resume, job application and interview portfolio.** |  |  |  |  |  |

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| **TRADE RELATED SKILLS** | **PERFORMANCE EXPECTATIONS** | **1** | **2** | **3** | **4** | **COMMENTS: STUDENT WORK READINESS SKILLS** |
| **Retail Activities** |  |  |  |  |  |  |
| Inventory | TechSnax |  |  |  |  |  |
| Cashier Activities | TechSnax |  |  |  |  |  |
| Maintain a clean environment | TechSnax |  |  |  |  |  |
| Customer Service | TechSnax |  |  |  |  |  |
| Stock | TechSnax |  |  |  |  |  |
| Inspect Stock | TechSnax |  |  |  |  |  |
| Facing | CVS |  |  |  |  |  |
| Lay Up | TJ Maxx |  |  |  |  |  |
| Purchasing | A&P |  |  |  |  |  |
| **Technology** |  |  |  |  |  |  |
| Word | Word Processing |  |  |  |  |  |
| Excel | Spreadsheet |  |  |  |  |  |
| PowerPoint | Presentations |  |  |  |  |  |
| Outlook | Electronic Mail |  |  |  |  |  |
| QuickBooks | Skills USA |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Office Equipment** |  |  |  |  |  |  |
| Adding Machine | TechSnax |  |  |  |  |  |
| Calculator | Class Projects |  |  |  |  |  |
| Copy Machine | Office Projects |  |  |  |  |  |
| Bulk Mailings | Office Projects |  |  |  |  |  |
| Telephone | TechSnax Orders/Teacher Assistant |  |  |  |  |  |
| Scanner/Fax | Office Projects |  |  |  |  |  |
| Laminator | Tech Center Projects |  |  |  |  |  |

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| **ADDITIONAL INFORMATION** | | | | | |
| **Based on your knowledge of this student, how would you rate his/her overall work performance?** |  |  |  |  |  |
| **OTHER WORK-RELATED (JOB SPECIFIC/TECHNICAL SKILLS); STRENGTHS and/or ACADEMIC ACHIEVEMENTS** | | | | | |
| **Signature of reviewer (s): Print name: Title: Review date:** | | | | | |
| **Josephine Scala E-Mail: jscala@pnwboces.org Phone: 914-248-2482** | | | | | |
| **Print name: Title: Work Based Learning Coordinator Review date:** | | | | | |
| **E-Mail: Phone:** | | | | | |

**EMPLOYABILITY PROFILE – RECORD OF COURSEWORK AND WORK-BASED LEARNING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student:** | | | | **Year 1 or 2:** |
| **Career and Technical Education (CTE) Coursework** | **Year** | **Comments** | | **# of Hours** |
| CDOS Skills |  |  | | 45 |
| Retail Theory |  |  | | 45 |
| Business Theory |  |  | | 45 |
| Computer Applications |  |  | | 45 |
|  |  |  | |  |
| **Work-based Learning Experiences** | **Year** | **Comments** | | **# of Hours** |
| TJ Maxx |  |  | | 25 |
| CVS |  |  | | 25 |
| A&P |  |  | | 25 |
| TechSnax |  |  | | 105 |
|  |  |  | |  |
| **Industry-based Assessments (if any)** | **Year** | **Comments** | | **Score** |
|  |  |  | |  |
| n/a |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
| **Total # of CTE Coursework hours** |  |
| **Total # Work-based Learning Experience hours** |  |
| **Final Total # of hours** | 360 |