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| **Proficiency and Employability Profile** | | | | | | |
|  | | | | | CISMAA | |
|  |  | | |  |  | |
| Name: |  | | | Teacher’s Name: |  | |
| Home School: | | |  |  | |  |
| Parents’ Name: | | |  | Phone Number: |  | |
| Address: | |  | | | | |

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| **Note to Instructors:** | | **Note to Employers:** |
| Directions: | Evaluate the student by checking the appropriate number to indicate degree of competency. The rating for each task should reflect employability readiness rather than the grade given in class. | This list outlines the skills included in the SWBOCES curriculum & the Instructors’ appraisal of the student’s entry-level employability. |
| Rating Scale: | **4 – Mastered:** Can work independently with no supervision  **3 – Requires Limited Supervision:** Perform job completely with limited supervision  **2 – Requires Supervision:** Perform job completely with supervision  **1 – Instructed:** Practiced skill in classroom  **N – No Exposure** or knowledge in this area |  |

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| **A. RECEPTIONIST** | Date | Date | Date | Date |  | **B. OFFICE EQUIPMENT** | Date | Date | Date | Date |  |
| Answers phones |  |  |  |  |  | Copy Machine Operations |  |  |  |  |  |
| Transfer calls |  |  |  |  |  | Adding Machine |  |  |  |  |  |
| Take messages |  |  |  |  |  | Telephone Console |  |  |  |  |  |
| Takes business orders |  |  |  |  |  | Paper Shredder |  |  |  |  |  |
| Makes appointments |  |  |  |  |  | Binding Machine |  |  |  |  |  |
| **C. POWERPOINT** |  |  |  |  |  | Laminating Machine |  |  |  |  |  |
| Plan and Create a new presentation |  |  |  |  |  | Change Toner and Ink Cartridges |  |  |  |  |  |
| Change Themes |  |  |  |  |  | **D. WORD** |  |  |  |  |  |
| Create Bulleted list |  |  |  |  |  | Format a Business Letter |  |  |  |  |  |
| Animate Text, slide titles and bulleted lists |  |  |  |  |  | Format a Memo |  |  |  |  |  |
| Add Transitions |  |  |  |  |  | Create Envelopes and Labels |  |  |  |  |  |
| Add Sound clips and movies |  |  |  |  |  | Create Bulleted and Numbered Lists |  |  |  |  |  |
| Insert Pictures and graphics |  |  |  |  |  | Tables |  |  |  |  |  |
| Modify Graphics |  |  |  |  |  | Mail Merge |  |  |  |  |  |
| **E. EXCEL** |  |  |  |  |  | **F. MEDICAL** |  |  |  |  |  |
| Print Worksheets and Workbooks |  |  |  |  |  | Greet patients and other visitors appropriately |  |  |  |  |  |
| Email workbooks |  |  |  |  |  | Screen and triage patients |  |  |  |  |  |
| Enter numbers and text |  |  |  |  |  | Patient Check in |  |  |  |  |  |
| Fill Formulas |  |  |  |  |  | Patient Check out |  |  |  |  |  |
| Organize worksheets |  |  |  |  |  | Scheduling Patients |  |  |  |  |  |
| Apply formatting |  |  |  |  |  | Form Handling |  |  |  |  |  |
| Create charts |  |  |  |  |  | Maintain Files |  |  |  |  |  |
| Enter formulas |  |  |  |  |  | Arrange meetings, conferences, workshops and seminars |  |  |  |  |  |
| **G. FILING** |  |  |  |  |  | Financial Procedures |  |  |  |  |  |
| Familiar with equipment |  |  |  |  |  | Train others in Office Procedures |  |  |  |  |  |
| File alphabetically |  |  |  |  |  | Medical Record handling |  |  |  |  |  |
| File Numerically |  |  |  |  |  | **H. COMPUTER CONCEPTS** |  |  |  |  |  |
| File Personal Names |  |  |  |  |  | General Computer Knowledge |  |  |  |  |  |
| File Business Names |  |  |  |  |  | Introduction to Networks |  |  |  |  |  |
|  |  |  |  |  |  | Security protocol |  |  |  |  |  |
|  |  |  |  |  |  | Current Software |  |  |  |  |  |

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| **Additional Comments:** | | | | | | |
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| I have examined the above evaluation and grant Southern Westchester BOCES permission to forward organizations and/or persons requesting this evaluation. | | | | | | |
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| Student’s Signature |  | Date |  | Teacher’s Signature |  | Date |