



EMPLOYABILITY PROFILE

Automotive Technology
ST. LAWRENCE-LEWIS BOCES
40 West Main Street
Canton, NY 13617

Student:
Academic Year:
Home District:

Rating Scale

- T** - Theory/Minimal Exposure
1 - Unsatisfactory
2 - Needs Improvement
3 - Meets Expectations
4 - Exceeds Expectations

Attendance

Understands work expectations for attendance and adheres to them. Notifies supervisor in advance in case of absence.

Problem Solving & Critical Thinking

Identifies the nature of the problem, evaluates various ways of solving the problem and selects the best strategy.

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.

Communication Skills

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.

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.

Takes Initiative

Participates fully in task for project from initiation to completion. Initiates interactions with supervisor for the next task upon completion of previous one.

Collaboration / Communication

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.

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.

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.

Creativity & Innovation

Apply critical thinking, research methods, and communication tools to create original work. Collaborate effectively with an audience beyond the classroom to create original work.

Research & Information Fluency

Apply varied research skills to find and evaluate resources. Use information and resources to accomplish real-world tasks.

Technology

Uses job-related tools, technologies and materials appropriately.

Health & Safety

Complies with health and safety rules for specific workplace.

Resolves Conflict

Identifies the source of conflict, suggests options to resolve it and helps parties reach a mutually satisfactory agreement.

Workplace Appearance

Dresses appropriately for the position and duties. Practices personal hygiene appropriate for position and duties.

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.

Automotive Safety

Uses protective clothing and equipment
Identifies the safe use of fire protection equipment
Demonstrates the safe use of equipment and shop supplies
Identifies and correctly uses measuring tools

Observes Critically

Carefully attends to visual sources of information. Evaluates the information for accuracy, bias and usefulness. Develops a clear understanding of the information.



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Shop Operation

Communicate with customers and write repair orders

Obtain appropriate repair information from service manuals/computer

Practice clean and orderly work habits (vehicle, tools and work area)

Perform New York State Inspection

Components and Careers

Construct a resume, cover letter and employment application

Perform on-board computer system diagnosis and identify faulty components

Identify the duties and career opportunities of an automotive technician

Basic Automotive Service

Inspect engine for leaks - fuel, oil or coolant and determine necessary action

Perform compression test and engine vacuum test

Perform oil and filter change

Inspect, repair or replace primary and secondary ignition components

Engine Performance

Measure fuel pressure

Repair or replace fuel injection components

Diagnose and repair exhaust system problems

Diagnosis and Repair of Hydraulic Systems

Make double lap flair

Bleed brake system

Make repairs to hydraulic brake system

Diagnosis and Repair of Brake Systems

Diagnose and repair brake systems and determine necessary action

Install brake pads and calipers

Retrieve DTC's for ABS

Automotive Electricity

Identify common Electrical circuits

Perform basic electrical tests (open circuit voltage test, battery load test, starter draw test, voltage drop test, alternator output test)

Charge and install battery

Automotive Air Conditioning

Air Conditioning theory and operation overview

Steering System

Inspect steering systems and determine necessary action

Identify common alignment front end angles

Diagnosis and Repair of Front Suspension Systems

Repair suspension systems including front wheel bearings stabilizer bar and strut assemblies

Tire and Wheel Alignment Diagnosis and Repair

Mount and balance tires/rotate/torque lug nuts

Measure tread depth with a tread depth gauge

Drive Train and Axles

Install universal joint or CV joint

Remove clutch repair

Signature of Reviewer: _____ Print Name: _____

Title: _____ Review Date: _____