



# EMPLOYABILITY PROFILE

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

Student:  
Academic Year:  
Home District:

<b>Rating Scale</b>	
<b>T</b>	- Theory/Minimal Exposure
<b>1</b>	- Unsatisfactory
<b>2</b>	- Needs Improvement
<b>3</b>	- Meets Expectations
<b>4</b>	- Exceeds Expectations

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

**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.

**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.

**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.

**Health & Safety**  
Complies with health and safety rules for specific workplace.

**Knowledge of Workplace**  
Demonstrates understanding of workplace policy and ethics.

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

**Problem Solving & Critical Thinking**  
Identifies the nature of the problem, evaluates various ways of solving the problem and selects the best strategy.

**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.

**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.

**Research & Information Fluency**  
Apply varied research skills to find and evaluate resources. Use information and resources to accomplish real-world tasks.

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

**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.

**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.

**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.

**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.

**Technology**  
Uses job-related tools, technologies and materials appropriately.

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

**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



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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: \_\_\_\_\_