

## Cosmetology Competency Profile

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Evaluate the student, using the rating scale below. Check the appropriate number to indicate degree of readiness rather than the grade given in class.

**RATING SCALE:**

- 4 SKILLED - can work independently with no supervision.
- 3 **MODERATELY SKILLED - can perform job completely with limited supervision**
- 2 **LIMITED SKILL - requires instruction and close supervision.**
- 1 **NO SKILL - no experience or knowledge in this area.**

4	3	2	1	COMPETENCY
				<b>SAFETY</b>
				a. Demonstrate the ability to work safely.
				b. Demonstrate the ability to keep a clean, orderly, and safe work area.
				c. Operate a fire extinguisher.
				d. Complete safety test.
				e. Read and follow all manufacturers' directions.
				<b>IMPLEMENTS AND EQUIPMENT</b>
				a. Identify types of equipment and implements.
				b. Demonstrate the ability to operate equipment correctly.
				c. Demonstrate sanitizers wet, dye ultra-violet ray.
				d. Identify and utilize approved disinfectants and antiseptics for sanitizing salon.
				<b>JOB SUCCESS SKILLS</b>
				a. Personal hygiene.
				b. Specialized fields.
				c. Perform basic calculations.
				d. Operate cash register.
				e. Create documents such as letters, directions, manuals, reports, graphs, and flow charts.
				f. Performs basic calculations.
				g. Approaches practical problems by choosing appropriately from a variety of math techniques.
				h. <i>TIME</i> -select relevant activities, prioritize, allocate time, prepare and follow schedules.
				i. <i>MONEY</i> -uses or prepares budgets: Forecast, keep records, and adjusts to meet objectives.
				j. <i>MATERIAL/FACILITIES</i> -acquires, stores, allocates, and uses materials and space efficiently.

				<b>SCANS</b>
				a. Participates as a member of a team-contributes to group effort.
				b. Teaches others new skills.
				c. Serves clients/customers-works to satisfy customer's expectations.
				d. Exercises Leadership-communicates ideas to justify position. Persuades and convinces others.
				e. Responsibility challenges existing procedures and policies.
				f. Negotiates-works toward agreements involving exchange of resources. Resolves divergent interest.
				g. Works with diversity-understands how to and demonstrates that they work well with men and women from diverse backgrounds.
				h. Acquires and evaluates information.
				i. Organizes and maintains information objectives
				j. Interprets and communicates information.
				k. Uses computers to process information.
				l. Understands systems-know how social, organizational, and technical systems work and operate effectively with them.
				m. Monitors and corrects performance-distinguishes trends, predicts impact on the operations of the business or group, diagnose performance and corrects malfunctions or ineffective behavior.
				n. Give change.
				o. Make appointments.
				p. Answer telephone.
				q. Sanitize implements, equipment and dispensary.
				r. Dispense products to students.
				s. Explain why listening skills are an important part of communications.
				t. Demonstrate proper listening skills when interacting with instructors, clients, and fellow students.
				<b>SCALP AND HAIR ANALYSIS</b>
				a. Identify scalp disorders.
				b. Identify scalp diseases.
				c. Identify hair texture.
				d. Identify hair elasticity.
				e. Identify hair porosity.

				<b>BRUSHING AND SCALP TREATMENTS</b>
				a. Drape client for a wet service.
				b. Drape client for a haircut.
				c. Drape client for a chemical service.
				d. Demonstrate scientific brushing.
				e. Demonstrate a scalp treatment for dry scalp.
				f. Demonstrate a hair treatment for damaged hair.
				<b>SHAMPOOS AND RINSES</b>
				a. Give a shampoo.
				b. Apply acid rinse.
				c. Apply cream rinse.
				d. Give an off the head pre-permanent test curl.
				e. Give a permanent wave.
				<b>CHEMICAL RELAXING</b>
				a. Section hair for a chemical relaxer.
				b. Demonstrate method used for a sodium hydroxide no base relaxer using a mock solution.
				c. Demonstrate method used for a thio chemical straightener using a mock solution.
				d. Demonstrate a restructure using mock solution.
				<b>HAIR COLORING</b>
				a. Apply a virgin tint to a darker shade.
				b. Apply a tint retouch.
				c. Apply a virgin tint to a lighter shade.
				d. Apply a temporary rinse.
				e. Apply a semi-permanent tint.
				f. Mix permanent color.

				<b>LIGHTENING AND TONING</b>
				a. Give a virgin bleach.
				b. Give a bleach retouch.
				c. Apply a tone.
				d. Frost hair.
				e. Hi-light hair using foil.
				<b>MANICURING</b>
				a. Arrange implements and materials for a manicure and pedicure.
				b. Give a plain manicure.
				c. Give an oil manicure.
				d. Repair a broken nail.
				e. Apply nail tips.
				f. Apply silk wraps.
				g. Apply acrylic nails.
				h. Give a man's manicure.
				i. Hand and arm massage.
				<b>PEDICURING</b>
				a. Arrange implements and materials for a pedicure.
				b. Give massage manipulations.
				c. Give a pedicure.
				<b>NAIL STRUCTURES</b>
				a. Identify parts of a nail.
				b. Identify various shapes of nails.
				c. Recognize nail disorders.
				d. Recognize nail diseases.
				<b>FACIAL SHAPES AND BODY STRUCTURES</b>
				a. Measure facial features.

				<b>FACIALS</b>
				a. Drape client for a facial.
				b. Analyze client's skin.
				c. Give a plain facial.
				d. Apply facial masks and packs.
				e. Give facial manipulations.
				f. Arch eyebrows.
				g. Communicates with customers and co-workers to diagnose problems/malfunctions and understands concerns.
				h. Describes complex systems and procedures to co-workers, supervisors, and clients.
				i. Probe for hidden meanings.
				j. Teach others or new workers and solve problems.

COMMENTS:

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STATEMENT: The above student has performed at the level indicated by each competency evaluated.

\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

*Instructor Signature*