



A PRIVATE JUNIOR COLLEGE

ADMISSIONS SKILL TEST  
Presenting Program

Advisor: Jessica Sanchez Campus Porterville  
ESD Rebecca Petty Date 9/20/18

With entry level skill and use of notes as needed, advisor demonstrates proficiency in the following procedures.

PROCEDURE	TASK	RESULT	
		PASS	FAIL*
DEMONSTRATE KNOWLEDGE	Advisor must be able to locate the PP on the InfoZone.	✓	
PRESENT TO STUDENT	Using a role play scenario, advisor must present a program, selected at random by the ESD. The advisor must present from the PP using the brochure for the Consumer Information reference. (Only advisors outside their 90 days or with ESDs approval may present from the brochure.)	✓	
PRESENTATION SKILL	Advisor demonstrated the ability to make the presentation interactive.	✓	
PRESENTATION SKILL	Advisor demonstrated the ability to use information from the interview role play to identify how the program will meet the prospects needs.	✓	
PRESENTATION SKILL	Advisor demonstrated the ability to use the PP as a visual aid, not to read from the slides, but used as talking points.	✓	

\* Retesting scheduled for \_\_\_\_\_

\*\*Approved to meet with prospects Yes  No

Signature: Advisor

Signature: ESD

Original: Campus Personnel file