

Employability Scoring Guide

- Meeting the skill expectation will earn a √ for the day.
- Not meeting the expectation will earn a (-) for the day.
- Exceeding the expectation will earn a (+) for the day.

Marking (-)'s: Both the student and instructor may mark (-)'s.

- The student marking him/herself down will be (-3).
- The instructor marking the student down (-5).

Same Markdown for the Same Behavior in the Same Week:

- First Markdown – One (-)
- Second Markdown – Two (-)'s
- Third Markdown – Three (-)'s and a Stage 1 Referral to the SA Lab

Earning (+)'s: Both the student and instructor may give a (+).

- All (+)'s are 5 points.
- The instructor approves all (+)'s.

Student Responsibility

- Fill out E-skill sheet completely on Monday
- At the end of each session, evaluate self on e-skills (+, √, -)
- Tally, score, and turn in sheet to instructor on Friday

Attendance

- A no call/no show will result in a (-1.5).
- Signing out early or notifying the instructor will be a (-5).

Weekly Personal Goal (WPG)

- WPGs are typed by the student on Monday
- WPG will be approved on Monday by the instructor
- Student must give required explanation of meeting goal to earn points. (on score sheet)

Personal Accountability	Exceeding the Expectation	
<i>Work Ethic, Goal-oriented, Attendance, Reliable, Dependable, Productive, Punctual, Attitude</i> Follow the Tech Center and Classroom Dress Codes Come to class prepared, participate in all required class activities and discussions, manage time, and be organized. Use Weekly Event Planner	<ul style="list-style-type: none"> ▪ Meet personal goal 3 weeks in a row 	
	<ul style="list-style-type: none"> ▪ Hand in assignments early 	<ul style="list-style-type: none"> ▪ Phone caddy
	<ul style="list-style-type: none"> ▪ Business casual dress/uniform 	
Communication	Exceeding the Expectation	
<i>Written Communication, Verbal Communication, Listening, Interpersonal Communication, Non-Verbal Communication</i> Direct and acknowledge team members with clear instructions, quality listening, and constructive feedback. <ul style="list-style-type: none"> ▪ encourage questions ▪ check for understanding ▪ speak clearly 	<ul style="list-style-type: none"> ▪ Presentation of new software/techniques 	
	<ul style="list-style-type: none"> ▪ Ask open ended questions of non-tech center staff 	
	<ul style="list-style-type: none"> ▪ Current event/tech articles 	
	<ul style="list-style-type: none"> ▪ Lead class demonstration 	<ul style="list-style-type: none"> ▪ Schedule a meeting
Ethical Citizenship	Exceeding the Expectation	
<i>Integrity, Professionalism, Respect, Discernment, Balance, Honesty, Understanding, Caring, Principled, Wellness, Common Good, Core Values</i> Work in a safe manner, follow classroom/lab rules, and take responsibility for your actions. <ul style="list-style-type: none"> ▪ responsible ▪ diligent ▪ follow through ▪ accountable ▪ self-starter ▪ honest ▪ trustworthy ▪ respectful ▪ professional 	<ul style="list-style-type: none"> ▪ See something/say something 	
	<ul style="list-style-type: none"> ▪ Community Service 	
	<ul style="list-style-type: none"> ▪ Help guest speaker set-up 	
	<ul style="list-style-type: none"> ▪ Alert to others under duress 	
Critical Thinking and Problem Solving	Exceeding the Expectation	
<i>Innovation, Creativity, Analysis, Systems Thinking, Evaluate, Information Gathering, Curious</i> Anticipate and/or identify common mistakes; Provide possible alternatives; Resolve conflicts objectively; Prioritize work	<ul style="list-style-type: none"> ▪ Lead class demonstration 	
	<ul style="list-style-type: none"> ▪ Troubleshoot cash register 	
Leadership and Collaboration	Exceeding the Expectation	
<i>Diversity, Teamwork, Leadership, Conflict Resolution</i> Leadership motivates and inspires others through sound judgment and diplomacy. <ul style="list-style-type: none"> ▪ team are complying with program safety ▪ maintain a clean work area ▪ ensure equipment is used properly Teamwork is working with other employees to achieve common goals. <ul style="list-style-type: none"> ▪ be courteous, pleasant, and kind ▪ demonstrate tolerance and acceptance ▪ respect the learning environment 	<ul style="list-style-type: none"> ▪ Work an unscheduled shift 	
	<ul style="list-style-type: none"> ▪ Lead class demonstration 	
	<ul style="list-style-type: none"> ▪ Be substitute leader for team 	

Employability Skills

Name: _____

Week Ending: _____

Weekly Personal Goal (optional): _____

Teacher Approved

Skill	Monday	Tuesday	Wednesday	Thursday	Friday	(+)	Student (-)	Teacher (-)
Personal Accountability	+ √ -	+ √ -	+ √ -	+ √ -	+ √ -			
Communication	+ √ -	+ √ -	+ √ -	+ √ -	+ √ -			
Ethical Citizenship	+ √ -	+ √ -	+ √ -	+ √ -	+ √ -			
Critical Thinking and Problem Solving	+ √ -	+ √ -	+ √ -	+ √ -	+ √ -			
Leadership and Collaboration	+ √ -	+ √ -	+ √ -	+ √ -	+ √ -			
Absences	Notified NC/NS School-related	Notified NC/NS School-related	Notified NC/NS School-related	Notified NC/NS School-related	Notified NC/NS School-related			

Reason for + or -

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____

I have met my weekly goal by:

Reason for + or -	Total (-)'s and (+)'s			
		x 5	x 3	x 5
		+	-	-
	Start of Week:	85		
	Total Points from (-)'s and (+)'s:		← Total of (+) and (-)	
	Weekly Personal Goal Met (+5):	+	Yes	No
	E-skill Subtotal			
Absences	Notified: _____ x -5:	-		
	NC/NS: _____ x -15:	-		
	Weekly E-skill Total		out of 100	

I am aware of my e-skill score this week. _____
(student signature)

I checked my grade on _____
(student initials)