**EMPLOYABILITY SKILLS EVALUATION FORM**

**STUDENT NAME: CLASS PERIOD: TOTAL SCORE:**

**EVALUATION PERIOD: ❑ AUG 1 – 31 ❑ SEPT 4 – 21 ❑ OCT 1 – 31 ❑ NOV 1 – 30 ❑ DEC 3 – 21**

**EVALUATION CRITERIA:**

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| --- | --- | --- | --- | --- | --- |
| **Trait/Points** | **20 points** | **16-19 points** | **12-15 points** | **8-11 points** | **0-7 points** |
| **Attendance** | No unexcused  Absence or tardy | 1 unexcused  Absence or tardy | 2 unexcused  Absences or tardies | 3 unexcused  Absences or tardies | 4 or more unexcused  Absences or tardies |
| **Productivity** | No missing or late assignments  No Zeros | 1 missing or late assignment and/or 1 Zero | 2 missing or late assignments and/or 2 Zeros | 3 missing or late assignments and/or 3 Zeros | 4 missing or late assignments and/or 4 Zeros |
| **Professionalism** | Never been addressed by teacher during class regarding listening, respecting others, appropriate conduct and/or language | Been addressed by teacher 1 time regarding listening, respecting others, appropriate conduct and/or language | Been addressed by teacher 2 times regarding listening, respecting others, appropriate conduct and/or language | Been addressed by teacher 3 times regarding listening, respecting others, appropriate conduct and/or language | Been addressed by teacher 4 or more times regarding listening, respecting others, appropriate conduct and/or language |
| **Teamwork** | Acts as a leader or exemplary team  Consistently provides thoughtful ideas in teams. Consistently values and encourages all members of teams | A strong team member. Provides thoughtful ideas in teams. Values and encourages all team members | Participates minimally and requires some prompting as a team member. Sometimes provides thoughtful ideas in teams. Sometimes values and encourages all team members | Rarely participates in team activities. Rarely provides thoughtful ideas in teams. Rarely values and encourages team members | Does not actively participate in team activities Does not provide thoughtful ideas in teams Does not value or encourage team members |
| **Attitude** | Always treat others respectfully and uses positive vocal or facial expressions and body language. A positive person who projects positivity. | Usually treat others respectfully and uses positive vocal or facial expressions and body language. A positive person most of the time. | Treat others respectfully by being polite. Usually consider how actions affect others. Try to be positive. | Act with little concern for what others think. Not always respectful towards others. Tend to be more negative than positive. | Act with no concern for what others think. Not respectful towards others. Usually a negative person. |