

# Certificate of Employability

## Work Related Performance Evaluation

<b>Student Name:</b>	
<b>Grade:</b>	
<b>Year:</b>	<b>Semester:</b>

<b>Teacher:</b>		
<b>Class:</b>	<b>Period:</b>	
<b>Exc. Absences:</b>	<b>Unexc. Absences:</b>	<b>Tardies:</b>

*Please mark only one box in each grouping under the main headings. Scale: 4=Exceeds Standard; 3=Meets Standard; 2=Below Standard; 1=Unacceptable*

### PERSONAL MANAGEMENT

- (4) Always brings materials/assignments
- (3) Usually brings materials/assignments
- (2) Sometimes brings materials/assignments
- (1) Habitually lacks materials/assignments
  
- (4) Never misses work/tests
- (3) Immediately makes up work/tests
- (2) Makes up work/tests with reminders
- (1) Shows little interest in task completion

Comments: \_\_\_\_\_

### PROBLEM SOLVING

- (4) Always applies good decision making/problem solving skills
- (3) Usually applies good decision making/problem solving skills
- (2) Sometimes applies good decision making/problem solving skills
- (1) Rarely applies good decision making/problem solving skills
  
- (4) Always takes initiative to find solutions to problems
- (3) Usually takes initiative to find solutions to problems
- (2) Sometimes takes initiative to find solutions to problems
- (1) Rarely takes initiative to find solutions to problems
  
- (4) Always proficient in utilizing math skills to solve problems
- (3) Usually proficient in utilizing math skills to solve problems
- (2) Sometimes proficient in utilizing math skills to solve problems
- (1) Lacks proficiency in utilizing math skills to solve problems
- (0) Not Applicable for this class

Comments: \_\_\_\_\_

### TEAMWORK

- (4) Always respects teachers, students, & property
- (3) Usually respects teachers, students, & property
- (2) Sometimes respects teachers, students, & property
- (1) Disregards respect for teachers, students, & property
  
- (4) Always uses skills that promote teamwork & cooperation
- (3) Usually uses skills that promote teamwork & cooperation
- (2) Sometimes uses skills that promote teamwork & cooperation
- (1) Ignores instructions to cooperate with others

Comments: \_\_\_\_\_

### COMMUNICATION

- (4) Always applies skills necessary for effective communication
- (3) Usually applies skills necessary for effective communication
- (2) Sometimes applies skills necessary for effective communication
- (1) Rarely applies skills necessary for effective communication
  
- (4) Always able to acquire, use, organize and share information
- (3) Usually able to acquire, use, organize and share information
- (2) Sometimes able to acquire, use, organize and share information
- (1) Does not acquire, use, organize and share information
  
- (4) Always proficient in utilizing reading and writing skills
- (3) Usually proficient in utilizing reading and writing skills
- (2) Sometimes proficient in utilizing reading and writing skills
- (1) Lacks proficiency in utilizing reading and writing skills

Comments: \_\_\_\_\_