

DEMONSTRATES DESIRABLE WORK HABITS

School officials will issue the Certificate Of Employability to all high school students who have applied for the program and have met specific eligibility standards in their classroom performance.

All student records will be checked to determine which students meet the qualifications and are eligible to apply. Teachers will complete a work related performance evaluation for all eligible students. Those who meet an acceptable level in the categories of personal management, teamwork,

problem solving, and communication will be issued a Certificate of Employability.

Students can gain a significant advantage in their job search by earning a Certificate Of Employability because it will be an endorsement of the student's work habits within the classroom context. Employers can benefit by hiring students who have demonstrated desirable work skills at school. Area employers will ask for the certificate when considering students for employment.



A strong partnership between employers, educators, parents and students requires mutual commitment, high standards and clear expectations. The Chambers of Commerce and School

Districts are dedicated to establishing and sustaining such standards in alliance with students, educators, parents and employers.

**COOPERATION
IS THE KEY**

QUALIFICATIONS

To be eligible for the Certificate of Employability the students **must** meet the following:

- Have no unexcused absences.
- Average no more than one excused absence per month (excluding school-related activities).
- Average no more than one tardy per month.
- Make adequate academic progress in school.
- Earn an average score of "meets standard" on the evaluation in all categories (see evaluation criteria below).
- Complete the Certificate application process by the deadline.

PERFORMANCE EVALUATION

*Students are evaluated
in the following
four specific areas.*

PERSONAL MANAGEMENT

The student demonstrates readiness for work by being prepared for the class activities: assignments are completed on time, necessary materials are brought to class, and missing or incomplete work is made up promptly.

TEAMWORK

The student uses interpersonal skills that promote effective teamwork and cooperation. Respect is shown toward the teachers, other students, and their property.

PROBLEM SOLVING

The student applies decision-making and problem-solving techniques appropriately. The student takes the initiative to find solutions using the available resources.

COMMUNICATION

The student applies the principles and skills necessary for effective communication in speaking, writing, listening, and reading. The student demonstrates how to acquire, use, organize and transfer information.