**Weekly Points Sheet**

Name Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM/PM\_\_\_\_\_\_

At the end of each week we will record your total score for Employability Skills using the rubric at the bottom of the record sheet.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Employability Skills** | **Employability** | **Teacher Score** |
|  | Personal Reflection – What did you do well? What needs improvement? | Self-Score | Employee Skills |
| Monday |  | /7 | /7 |
| Tuesday |  | /7 | /7 |
| Wednesday |  | /7 | /7 |
| Thursday |  | /7 | /7 |
| Friday |  | /7 | /7 |
| Score for Gradebook | /35 | /35 |

**Please adhere to the following guide:**

|  |
| --- |
| **21st Century Skill/Employability Scoring Guide (5 total points)** |
| **1 point – Time Management/Clock In-Out** (Consistently begins and remains on task throughout the class, shows exemplary self-discipline related to punctuality, consistently displays dependability)**1 point – Appearance/Hygiene** (Always adheres to dress code and attire is consistently appropriate, neat, and clean. Hygiene and grooming are appropriate without reminders.)**1 point – Preparedness, Professionalism, & Leadership** (Consistently shows socially appropriate behavior for the work environment, is democratic and professional in diverse group settings, prioritizes tasks, and always willing to take initiative)**1 point – Safety/Sanitation** (Maintains a clean and safe work environment at all times, follows all safety rules & sanitation protocol)**1 point – Communication, Teamwork & Collaboration** (Ask clarifying questions, actively listens to instruction, works and uses respect with others, and uses appropriate language at all times.)**1 point – Craftsmanship & Quality of Work** (Consistently evaluates work of self and others by identifying industry standards in order to raise level of quality)**1 point – Problem Solving & Critical Thinking** (Consistently identifies and defines a problem accurately, uses appropriate tools and information to solve a problem) |

Teacher Comments: