

## EMPLOYABILITY SKILLS EVALUATION

Employability skills are those traits that are looked upon favorably by an employer: positive attitude, neat appearance, good work habits, etc. Business classes at BHS will help you develop these traits so that you will be better prepared for college or career. Therefore, a percentage of your grade will be based on employability skills.

The good news is that you all begin with 100%-an "A"! It is your responsibility to maintain that "A". The following traits will reduce your employability grade during a marking period:

QUITTING WORK EARLY	5 pts
NOT REMAINING SEATED AT END OF HOUR	2 pts
UNPREPARED FOR WORK includes books, pencils, etc. All materials should be brought with you to class at the START of the period. Borrowing from others after the bell rings is still considered unprepared.	2 pts
LEAVE WORK AREA WITHOUT CLEANUP includes papers left at workstation or in the printer	2 pts
OFF TASK (not working on the assigned task) OFF TASK TWICE OFF TASK AGAIN	2 pts. 4 pts. 6 pts.
NON-PARTICIPATION Being tardy to class or not paying attention when in class. Excessive absences, 3-4 absences per marking period. Excessive absences, 5-6 absences per marking period. Excessive absences, 7 or more absences per marking period	2 pts. 5 pts. 8 pts. 10 pts.
INAPPROPRIATE BEHAVIOR includes eating/drinking during class, excessive socialization, disruptive behavior, inappropriate language, disrespectful behavior to teacher or classmates, unethical behavior, misuse of equipment, and playing games or checking personal email on computers.	10 pts
LEAVING CLASS WITHOUT PERMISSION Students must use the hall pass; limited to one student at a time; five minutes limit.	10 pts

**PLUS POINTS:** Extra credit may be available throughout each marking period to be applied to your employability points. See Ms. Roe if you are interested in earning extra credit.

**HALL PASSES:** Each of you will receive two "free" hall passes. You must have your planner to use those passes. Additional hall passes will cost you 5 pts.

Unused hall passes will be awarded a bonus of 2 points at the end of the marking period. A maximum of 100 pts. can be applied to the Employability Skills Evaluation at the end of the marking period.

**PENCILS:** If you do not have a pencil, you may borrow one from the teacher for the hour. You will also lose points for being unprepared. Please take care of this before class starts.