

**PERFORMANCE SKILLS EVALUATION CHECKLIST
(OPTIONAL)**

May be used by student or teacher to record ongoing progress.

Student Name: _____ **Period:** _____

Performance rating scale:

- 4 = Highly Skilled Successfully demonstrated without supervision
- 3 = Moderately Skilled Successfully demonstrated with limited supervision
- 2 = Limited Skill Demonstrated with close supervision
- 1 = Not Skilled Demonstration requires direct instruction and supervision

A minimum score of 3 for each of the following performance skills must be achieved to meet state skill certification requirements—which represents attaining at least 80% competency on the applicable state core standards.

PERFORMANCE SKILLS STANDARDS							
Standard 01 – Oral Communication Skills				1	2	3	4
Use oral communication skills.							
<i>Demonstrate how to deal with a dissatisfied customer in different scenarios.</i>							
Standard 02 – Informational Reading Skills				1	2	3	4
Demonstrate effective informational reading strategies.							
<i>Read and report on several current business articles.</i>							
Standard 03 – Compose an Effective Research Paper				1	2	3	4
Compose an effective research paper.							
<i>Create a business research paper that includes: Title page, table of contents, letter of transmittal, and appendix.</i>							

Student Name: _____

Standard 04 – Technology	1	2	3	4
Use technology to enhance communications.				
<i>Using proper etiquette, compose an e-mail message.</i>				
Standard 05 – Employment	1	2	3	4
Integrate all forms of communication in pursuit of employment.				
<i>Role play job interviews as both the interviewer and the interviewee while demonstrating appropriate:</i> <i>Verbal and nonverbal communication</i> <i>Dress</i> <i>Questioning and response techniques</i> <i>Complete a letter of application, resume, reference sheet, and follow-up letter.</i>				
Standard 06 – Leadership, Personal Ethics and Customer-Business Relationships	1	2	3	4
Understand leadership, personal ethics, and customer-based relationships.				
<i>Write long and short term personal and professional goals.</i>				
Standard 07– Presentation Software	1	2	3	4
Present an oral report using presentation software.				
<i>Deliver a formal oral presentation using electronic slide show software.</i>				