

**PERFORMANCE SKILLS EVALUATION CHECKLIST**  
 (OPTIONAL – May be used by student or teacher to record ongoing progress.)

- 4 = Highly Skilled**
- 3 = Moderately Skilled**
- 2 = Limited Skill**
- 1 = Not Skilled**

- Successfully demonstrated without supervision
- Successfully demonstrated with limited supervision
- Demonstrated with close supervision
- 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. This represents attaining at least 80% competency on the applicable state core standards.

<b>Standard 0000-03 Business Documents</b>	
Students will create a logo for their business.	1 2 3 4
Students will create business document to include business cards OR letterhead.	1 2 3 4
Students will create a print and/or multimedia advertisement.	1 2 3 4
<b>Standard 0000-04 Webpage</b>	
Create a website for their business with at least three linked pages.	1 2 3 4
<b>Standard 0000-06 Operate Business Venture</b>	
Participate in the class business venture at an 80% level based on objective 06.01.	1 2 3 4
<b>Standard 0000-07 Evaluate Business Venture</b>	
Evaluate their business venture based on objective 07.01.	1 2 3 4
<b>Standard 0000-08 Keyboarding</b>	
Reinforce correct keyboarding techniques.	1 2 3 4

Student Signature \_\_\_\_\_

Teacher Signature \_\_\_\_\_

