

Directions:

Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect **employability readiness** rather than the grades given in class.

Rating Scale:

- 3 Mastered** – can work independently with no supervision
- 2 Requires Supervision** – can perform job completely with limited supervision
- 1 Not Mastered** – requires instruction and close supervision
- N No Exposure** – no experience or knowledge in this area

3	2	1	N	A. Develop Research Skills	Notes:
				1. Identify different types of resources (e.g., magazines, surveys, journals, personal interviews)	
				2. Evaluate the credibility of resources	
				3. Explain how to conduct an effective search	
				4. Research a given topic	
				5. Provide proper documentation of resources	
				6. Differentiate between summarizing and plagiarizing	
				Other:	

3	2	1	N	B. Develop Communication and Interpersonal Skills	Notes:
				1. Demonstrate appropriate telephone skills	
				2. Prepare a letter of inquiry	
				3. Prepare a letter of response	
				4. Follow verbal and written instructions	
				5. Employ good listening skills	
				6. Identify nonverbal communication techniques	
				7. Give verbal and written instructions	
				8. Apply netiquette	
				9. Explain how diversity impacts the workplace	
				10. Identify appropriate workplace behaviors (e.g., awareness of issues relating to sexual harassment, business etiquette)	
				11. Identify the decision-making process	
				12. Apply the decision-making process	
				13. Identify ethical and unethical conduct	
				14. Identify the potential consequences of ethical and unethical conduct	

				15. Differentiate between ethical and legal concepts	
				16. Describe the different ethical standards of various cultures	
				Other:	

3	2	1	N	C. Develop Employability Skills	Notes:
				1. Assess individual interests and aptitudes	
				2. Relate individual skills and interests to careers	
				3. Identify sources of job openings	
				4. Investigate career options and trends	
				5. Develop short-term and long-term career goals	
				6. Prepare a resume	
				7. Complete a job application	
				8. Demonstrate interviewing skills	
				9. Demonstrate interview follow-up skills (e.g., follow-up letter and phone call)	
				10. Describe appropriate ways to leave a job	
				Other:	

3	2	1	N	D. Investigate Business Operations	Notes:
				1. Compare and contrast the different types of business ownership	
				2. Identify essential business functions (e.g., management, marketing, finance, accounting, human resources)	
				3. Describe ways that businesses use the Internet	
				4. Discuss the impact of e-commerce on business	
				5. Describe the influence of international trade on business	
				6. Describe the importance of good customer service to a business	
				7. Define the functions of human resource management	
				8. Describe the importance of various support systems (e.g., administrative support, technical support, legal support, janitorial support, building maintenance)	
				9. Compare and contrast various types of businesses (e.g., manufacturing, retailing, service, distribution, processing)	
				10. Describe basic business finance activities (e.g., payroll, credit, investments, capital)	
				11. Describe marketing strategies (e.g., product, promotion, place, price)	
				12. Identify basic accounting terms	

				13. Describe the functions of a manager in a business environment (e.g., organize, plan, direct)	
				14. Describe different management styles (e.g., coaching, directive)	
				Other:	

3	2	1	N	E. Develop Economic Awareness	Notes:
				1. Distinguish between needs and wants	
				2. Identify economic systems	
				3. Classify economic resources	
				4. State the basic economic problem	
				5. Define the law of supply and demand	
				6. Explain the effects of inflation and deflation	
				7. Describe the four phases of the business cycle	
				8. Interpret economic indicators (e.g., CPI, unemployment, GNP)	
				9. Distinguish between goods and services	
				10. Describe basic economic roles (e.g., citizen, worker, consumer)	
				11. Identify the impact of the global economy on consumers	
				12. Explain economic interdependence (e.g., importing, exporting)	
				Other:	

3	2	1	N	F. Explore Entrepreneurship	Notes:
				1. Identify the characteristics of a successful entrepreneur	
				2. Match one's individual characteristics and interests to those of a successful entrepreneur	
				3. Identify the process of starting a new business	
				4. Compare and contrast the rewards and risks of owning a business	
				5. Identify the components of a business plan (e.g., description of company, description of service/product)	
				Other:	

3	2	1	N	G. Manage Personal Finance	Notes:
				1. Explain the purpose of insurance	
				2. Describe the different types of insurance (e.g., vehicle, property, health, life, income) associated with different types of risks	
				3. Explain why the needs for insurance change throughout a person's life	

				4. Explain the different types of taxes (e.g., income, social security, property, sales)	
				5. Describe the purposes of various types of taxes	
				6. Complete a W-4 form	
				7. Interpret a W-2 form	
				8. Complete a 1040 E-Z form	
				9. Identify the different types of records to keep (e.g., tax, property inventory, birth certificate)	
				10. Use the 10-key calculator for various business computations	
				11. Compute gross and net pay	
				12. Identify different types of financial institutions	
				13. List personal finance services available on the Internet	
				14. Compare and contrast personal finance services available on the Internet (e.g., banking, purchasing, trading stocks)	
				15. Interpret a newspaper stock quote	
				16. Compute the rate of return on savings and investments	
				17. Describe the advantages and disadvantages of different types of savings and investments	
				18. Compare and contrast different sources of credit	
				19. Compare and contrast different features of credit cards	
				20. Complete a credit application	
				21. Calculate the cost of credit	
				22. Identify the factors in building a credit history	
				23. Describe the purpose of budgeting	
				24. Prepare and balance a budget	
				25. Modify a budget for different life phases	
				26. Investigate different banking services	
				27. Perform the steps involved in opening, using, and maintaining a checking account	
				Other:	

3	2	1	N	H. Make Wise Consumer Choices	Notes:
				1. Identify wise buying practices	
				2. Describe the stages of the buying process	
				3. Use consumer resources to collect information for making buying decisions	

			4. Explain the government's role in consumer affairs (e.g., Federal Reserve, FDIC, State Attorney General's Office)	
			5. Identify the components of a guarantee, warranty, and consumer contract	
			6. Identify rights and responsibilities of consumers (e.g., following manufacturer's directions, recourse for defective merchandise)	
			Other:	