

The Academy of Irving ISD

“Employability Skills are those work habits valued by employers that increase individual and group productivity.”

3x+25=ES average

SKILL	5	4	3	2	1
[1] Keeps appointments on time.	Is always in attendance and on time. <i>(no absences/tardies)</i>	Is consistently in attendance and on time. <i>(1 to 2 absences/tardies)</i>	Is usually in attendance and on time. <i>(2 to 3 absences/tardies)</i>	Is occasionally in attendance and on time. <i>(3 to 4 absences/tardies)</i>	Is rarely in attendance and on time. <i>(more than 4 absences/tardies)</i>
[2] Completes assignments on time.	Always completes assignments on time.	Consistently completes assignments on time.	Usually completes assignments on time.	Occasionally completes assignments on time.	Rarely completes assignments on time.
[3] Exhibits professionalism in the areas of courtesy, appropriate language, and dress.	Always exhibits professionalism.	Consistently exhibits professionalism.	Usually exhibits professionalism.	Occasionally exhibits professionalism.	Rarely exhibits professionalism.
[4] Works toward achieving individual and group goals.	Always makes goal-oriented decisions.	Consistently makes goal-oriented decisions.	Usually makes goal-oriented decisions.	Occasionally makes goal-oriented decisions.	Rarely makes goal-oriented decisions.
[5] Adheres to the ethical use of technology in regards to property, privacy, and appropriateness.	Always adheres to the ethical use of technology.	Consistently adheres to the ethical use of technology.	Usually adheres to the ethical use of technology.	Occasionally adheres to the ethical use of technology.	Rarely adheres to the ethical use of technology.