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Junior Pre-Internship Evaluation Form Media Arts

Keoni O'Bandte
KE
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Juniors:

1. Please rate yourself on the following checklist for your skills related to your career pathway.
2. Have your Tech Teacher rate you on the following checklist and sign.
3. Schedule a meeting with your Tech Teacher to discuss your skills and abilities.
4. Scan the completed form with rubric (2 pages) to add to your PDF Portfolio.
5. Submit completed form to Ms. Deitchler for the Employment Prep class grade.

TECHNICAL SKILLS – GENERAL	Insufficient Work Shown	Exposure Only	Limited Competence/ Novice	Competent Proficient/ Apprentice	Mastered Journeyman/ Trainer
Create website mockups with XD, Illustrator, or Photoshop			X		
Create/Edit/Update/Maintain WordPress sites			X		
Use CMS like Drupal, Joomla etc.	X				
Creation of web graphics, and advertising for use on websites, mobile, and social media				X	
Understand how to utilize social media to promote businesses				X	
Understand how SEO & data analysis can benefit businesses			X		
Edit & create HTML & CSS				X	
Create animated CSS			X		
Client side scripting with JavaScript		X			
UX/UI design with Illustrator, Photoshop, or Adobe XD				X	
Mobile first & responsive design (Media queries, flexbox, css grid)			X		
Use digital camera to shoot photos for advertising, etc.				X	
Use video camera to shoot advertising, training, etc.			X		
Identify, convert & utilize photos & other images into different formats for specific uses			X		
Create Motion Graphics with Adobe After Effects		X			
Use Adobe Audition to clean up audio	X				
Creating & Editing documents with Adobe Acrobat			X		
Create videos for broadcast television, or Web using Adobe Premiere			X		
Create and edit documents for sales brochures, sales booklets, websites, logos, business identity kits, business cards, stationery, and other advertising material using Adobe Illustrator				X	
Use Adobe InDesign to create single and/or multi-page documents	X				
Use Adobe Photoshop: Create & edit images for print & internet/web images, create custom graphics, prepare images for press, scan images, create PDF documents, and create special effects			X		
Ability to use Adobe programs interchangeably to complete a project			X		

Comments:

no changes made.

NAME: *Heoni & Danke*
 TECH PATHWAY TEACHER: *Ben Taylor*

- Rate yourself in each area by highlighting or circling the letter on the rating scale S, M, W, U.
S=Strength: Top 10% of personal skills. Displays at all time, without exception, a consistently high level of the job skill. (10 pts)
M=Meets Expectations: Maintains an effective and consistent level of performance of the job skill. (9 pts)
W=Work in Progress: Displays inconsistency in the performance of the job skill and frequently falls below acceptable. (8 pts)
U=Unsatisfactory: Regularly fails to meet required outcomes requiring intervention, repetition of duty or completion by others. (0 pts)

2. After rating yourself, email to your technology pathway teacher to have them rate you in each area by highlighting or circling the letter on the rating scale (above) S, M, W, U.

Communication

- S M **W** U Reports Accurately and Concisely
- S M **W** U Comprehension - Pays attention and catches on to ideas and situations
- S **M** W U Follows intent of oral directions/instructions
- S M W U States information in a concise, clear and logical order
- S M **W** U Formulates and clarifies questions
- S **M** W U Answers questions accurately
- S **M** W U Uses appropriate vocabulary/grammar
- S **M** **W** U Uses non-verbal body language appropriately
- S M **W** U Presents information effectively to groups
- S **M** W U Read, comprehend and apply new material

Interpersonal

- S M W U Believes and respects self--Confidence
- S **M** W U Tact - Is careful not to hurt others feelings or cause anger especially when expressing opinions
- S **M** W U Enthusiasm - Demonstrates desire to learn and please; eager, earnest, zealous worker, positive attitude
- S M **W** U Cooperation - Demonstrates willingness to work as a team member and assist both internal and external customers
- S **M** W U Exhibits openness and respect for others
- S **M** W U Exercises flexibility, patience and tolerance when dealing with others
- S **M** W U Using suggestions about improving skills with a positive attitude
- S **M** W U Demonstrates ability to negotiate differences with others
- S **M** W U Leadership - Gets others to cooperate and channel efforts towards a common goal
- S **M** W U Poise - Maintains self-control in actions, speech and emotions

Work Activity Skills

- S M **W** U Produces type, quality and amount of work required
- S **M** W U Maintains punctuality and meets attendance requirements
- S M **W** U Continues difficult tasks until completed: Perseverance
- S **M** W U Initiative - Finds work to do without being told: is self-motivated, is first one to begin work
- S **M** W U Accepts assignments/responsibilities
- S M **W** U Reliability - Completes tasks assigned without constant supervision
- S M W U Takes responsibility for own actions whether positive or negative and performs any required actions
- S M W **U** Manages time effectively by prioritizing tasks
- S **M** W U Respects rights and property of others
- S M W U Adheres to policies and regulations of health, honesty and safety
- S **M** W U Presents a clean, professional appearance and follows company dress code
- S **M** W U Adaptability - Adjusts to changes in schedules, job assignments, supervisors
- S M W U Supports goals, objectives and mission of organization
- S **M** W U Knows basic employee/student rights, responsibilities and reporting procedures
- S M **W** U Suggest or make workplace improvements properly
- S **M** W U Keeps work area in a clean, organized, and safe condition
- S M W **U** Meets deadlines

Problem Solving and Reasoning Skills

- S **M** W U Recognizes problems that need to be solved
- S **M** W U Identifies procedures or steps to completion (goals or milestones)
- S M **W** U Gathers resources
- S M **W** U Utilizes resources to solve problems and expand knowledgebase
- S **M** W U Collects, organizes and interprets information
- S **M** W U Formulates alternative approaches
- S **M** W U Analyzes and selects most effective approach
- S M W U Periodically reviews progress of goals or milestones
- S M W U Corrects errors
- S **M** W U Summarizes conclusion and communicates results or final product