

EMPLOYEE JOB DESCRIPTION

1. Employees will develop the skills needed to operate the different software that is offered. The main purpose for being an Employee of the Company *is to learn to use software*. (Not to just turn in papers without using the new techniques)
2. Employees will report to the Company on time and prepared (Company Portfolio, Student Handbook and a writing utensil). Employees will remain on task and work at their assigned workstation. If there is a problem, the Instructor will move you to another station. Employees are to stay at their workstation until the bell rings and keep their workstation and books clean and orderly. If an Employee notices any problems or any damage to their computer, workstation or books, report it immediately to your Instructor.
3. Employees will submit a weekly plan sheet. The Employee chooses the software level and lesson they plan to complete during the week.

The Employee will have this plan checked by the Instructor on Mondays (or the first day of the week).

All plans must be in their Company Portfolio, in order in the front sleeve.

The plan will be accompanied by the previous week's plan in order to see what has been accomplished.

4. Employees will maintain a Company Portfolio (3 ring binder capable of holding 200 + pages) that is neat and well organized. You will need to create a cover sheet for your Portfolio by the time your first level is turned in.
5. When a **level** is completed, that work is submitted to the Instructor.
 - Please 3-hole punch all papers
 - Include a coversheet (Your name, Class period, Software/Level, Date)
 - Paper clipped together
 - Turn in your Software Check Sheet to be stamped by the Instructor
6. Employees will follow all rules and directions (written and/or oral and/or implied) without complaint or attitude. If there is a problem or complaint, address it to the instructor in a civil and polite manner.
7. Employees will conduct themselves in an appropriate and polite manner while they are in the Company. Their behavior should reflect positively upon the Company. Employees should do nothing that will tarnish their reputation and/or the Company's reputation.