

Junior Year e-Business Academy

Bimonthly Personal Task Sheet: October weeks 3-4

Turn in or provide evidence of completion of all the following tasks by Friday , November 3rd

Employee Name _____ **Company** _____

_____ 10pts

completed

missing period 2

missing Period 5

1. Marketing Surveys

You will be getting a link to take two customer surveys from two companies. Take the survey as if you are a customer and you have a job and money to buy things. Be honest on the survey as the result will be used to determine what the company will offer in their catalog and web sites. 5points per survey taken.

_____ 20 pts

completed

2. Weekly Work Points:

Each week your supervisor will evaluate your performance for that week. This includes attendance, ability to be on task, quality and quantity of the work you do. Each week is worth 10 pts and two weeks of reporting will be cover on this task sheet.

_____ 10pts

3. Attend Alpine Trip

Attend the team building trip to Alpine on October 24th

_____ 60 pts

completed

some tasks missing

some need revision

4. Department Tasks:

Complete all assigned tasks from your department. Each department member will get a team grade that will be the same for all employees in that department. It is important that you work together and help each other complete all the tasks for the next two weeks. Department leaders should verify with coordinator at the end of the task period.

Evaluation _____ / 100 pts _____ Current % in Business _____ Current Grade In Business

Important Dates

- October 24th: Alpine Conference Center-Team Building Field Trip
- November 3rd: 12week grading period ends
- November 3rd: Company Branding Submission deadline
- November 10: Veteran's day - No School
- November 17: Fountain Valley Exhibiiton: November 17th:
- November 22: Thanksgiving break
- December 4th: San Diego Trade Show