**Task Analysis- Embroidery Machine Skills**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ending Date:\_\_\_\_\_\_\_\_\_\_\_\_

Rating Scale

5- Excellent

 4- Above Average

 3- Average

 2- Below Average

1. Unacceptable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance** | **1** | **2** | **3** | **4** | **5** |
| Identify and gather needed materials to complete order |  |  |  |  |  |
| Open the Embroidery Icon on the computer |  |  |  |  |  |
| Create the design in the Embroidery Software (insert name) |  |  |  |  |  |
| Send design to the embroidery machine |  |  |  |  |  |
| Hoop the item in the appropriate size frame |  |  |  |  |  |
| Attach the frame to the machine |  |  |  |  |  |
| On the machine, select the correct frame size |  |  |  |  |  |
| Select the correct colored thread |  |  |  |  |  |
| Trace the design |  |  |  |  |  |
| Adjust the size in computer, if needed |  |  |  |  |  |
| Press the start button |  |  |  |  |  |
| Monitor the machine until the design is complete  |  |  |  |  |  |
| **Total**  |  |  |  |  |  |

Comments/Recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_