Rubric for Employability Skills

**Task Description:** *(Teacher may explain specific assignment in this space.)*

*Write text here.*

| *Criteria* | Exemplary  4 | Effective  3 | Minimal  2 | Unsatisfactory  1 | Score |
| --- | --- | --- | --- | --- | --- |
| ***Attitude*** | * Exhibits a positive attitude * Self-confident * Self-motivated * Strong, positive contributor to employee morale * Receptive to new ideas and adapts to change | * Exhibits a positive attitude most of the time * Is self-confident most of the time * Is self-motivated most of the time * Is a contributor to employee morale * Usually receptive to new ideas and adaptive to change | * Exhibits a positive attitude occasionally * Little self-confidence * Little self-motivation * Seldom contributes to positive employee morale * Seldom receptive to new ideas; hesitant to adapt to change | * Exhibits negative attitude * Lacks self-confidence * Lacks self-motivation * Weak, negative contributor to employee morale * Rejects new ideas; does not adapt well to change |  |
| ***Ethics*** | * Demonstrates honesty * Demonstrates integrity * Demonstrates tactfulness * Shows discretion and good judgment * Takes pride in work | * Usually shows honesty * Usually shows integrity * Usually shows tactfulness * Usually shows discretion and good judgment * Shows pride in some work, but not all | * Sometimes shows honesty * Sometimes shows integrity * Sometimes shows tactfulness * Sometimes shows discretion and good judgment * Rarely shows pride in work | * Can be dishonest * Displays low integrity * Can be offensive to others * Shows poor judgment and discretion * Never shows pride in work |  |
| ***Personal Improvement*** | * Demonstrates an interest in self-improvement * Demonstrates appropriate social skills * Interacts positively with people of different gender and age * Demonstrates respect for all cultures | * Shows some interest in self-improvement * Shows appropriate social skills most of the time * Interacts positively with people of both genders and all ages most of the time * Shows respect for all cultures most of the time | * Occasionally shows an interest in self-improvement * Occasionally shows appropriate social skills * Interacts positively and negatively with people of both genders and all ages * Occasionally shows respect for all cultures | * Demonstrates no interest in self-improvement * Demonstrates a lack of appropriate social skills * Interacts inappropriately with people * Is disrespectful to people from different cultures |  |
| ***Professional Image*** | * Dresses appropriately * Neat and clean * Poised * Follows safety regulations for attire | * Usually dresses appropriately * Usually neat and clean * Usually poised * Usually follows safety regulations for attire | * Sometimes dresses inappropriately * Sometimes is careless and unkempt * Sometimes shows lack of poise * Rarely follows safety regulations for attire | * Dresses inappropriately * Careless and unkempt * Lacks poise * Never follows safety regulations for attire |  |
| ***Responsibility*** | * Demonstrates dependability * Completes duties * Demonstrates responsibility for own actions * Follows rules, regulations, and policies | * Usually shows dependability * Usually completes duties on time * Usually shows responsibility for own actions * Usually follows rules, regulations, and policies | * Is sometimes undependable * Duties are often completed late * Sometimes does not accept responsibility for own actions * Sometimes does not follow rules, regulations, and policies | * Is often undependable * Seldom completes duties * Takes little responsibility for own actions * Seldom follows rules, regulations, and policies |  |
| ***Time Management*** | * Arrives on time and ready to perform * Manages assignment so that completes on time | * Usually arrives on time and ready to perform * Usually manages assignment so that completes on time | * Frequently arrives late; often unprepared to perform * Procrastinates some of the time | * Arrives late; unprepared to perform * Procrastinates |  |

**Notes:** *Write text here*

**SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_/24**

**Grading Legend**

*(A guide for teachers to breakdown grade distribution based on score)*

|  |  |
| --- | --- |
| Points Earned | Grade Breakdown |
| 19-24 | **A** |
| 12-18 | **B** |
| 6-11 | **C** |
| 1-5 | **D** |