Rubric for Employability Skills

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

*Write text here.*

| *Criteria* | Exemplary4 | Effective3 | Minimal2 | Unsatisfactory1 | 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** |