

Employability Skills

Goal: Employers have identified a set of soft skills desired in new employees. This skill set, when present, translates into successful students in the classroom as well as the workplace. This rubric is intended to evaluate student's demonstration of these skills.

Criteria	Assessment Level						Total
	1 Exemplary	0 Unacceptable	M	T	W/ TH	F	
Attendance Class attendance- demonstrates self-management	In attendance ;and/or notifies instructor prior to absence due to extraordinary circumstances	Non-attendance with no notice to teacher.					
Time Management Shows up on time and turns work in on time	On time for class; no late work; demonstrates self-responsibility	Not on-time for class and/or does not turn in assigned work					
Conduct behavior, attitude, personal presentation	Demonstrates positive attitude, self-control, courteous towards others	resists new ideas and skills; not positive; not courteous towards others					
Communication Listening, oral, and written; able to convey messages in clear and concise manner using formal language	Always uses clear, organized language; effectively exchanges ideas and information without interrupting others and actively listening	poor demonstration of communication and listening skills; interrupts often and does not actively listen					
Quality of Work Class academic performance	Consistently gives best effort; quality work; work is complete and thorough	demonstrates minimal effort, work is incomplete					
Effort Exhibits strong work ethic and preparedness	Comes to class prepared; maximizes class time available	Not prepared for class; poor use of class time					
Problem Solving Strong problem solving skills and adaptation to change	Always thinks through problems; finds solutions before asking for assistance; accepts change	Avoids solving problem; asks for help before trying to solve on own; does not accept change					
Participation/Teamwork Working with others; class discussion	Self-confidence; accepts responsibility for own choices; works well with others	Rarely accepts responsibility for own choices; makes poor choices when working with others					
Total							