

## Soft Skills Rubric

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 Levels		
	Exemplary	Acceptable	Unacceptable
Points	5	3	0
<b>Attendance</b> Class Attendance (demonstrates self-management)	Attends 100% of classes; notifies instructor prior to absence due to extraordinary circumstances	Rarely misses class; notifies instructor prior to absences	Attends class less than required amount of time
<b>Time Management</b> punctual attendance; turns in work on time	Always on time for class; no late work; demonstrates self-responsibility	Is not on time for class or does not turn in work on time 3 or fewer times	Is not on time for class or does not turn in work on time more than 3 times
<b>Professionalism</b> behavior, attitude, personal presentation	always demonstrates positive attitude, self-control, good personal presentation and traits of life-long learning	consistently positive; embraces life-long learning; and demonstrates appropriate personal presentation	resists new ideas and skills; rarely positive; demonstrates poor personal presentation;
<b>Communication</b> listening; oral & written; creator vs. victim language	always uses clear, organized language; effectively exchanges ideas and information; uses Creator language	consistently uses clear/organized language for exchanging ideas and information; consistent use of Creator language	poor demonstration of communication and listening skills; rarely uses Creator language
<b>Quality of Work</b> class academic performance	consistently gives best effort; quality work	usually gives best effort and consistently completes work	demonstrates minimal effort, work is sometimes incomplete
<b>Participation/ Teamwork</b> working with others, class discussion, Interdependence	self-confident; demonstrates self-awareness in accepting responsibility for own choices	consistently accepts responsibility for own choices; often demonstrates strong interdependence	rarely accepts responsibility for own choices; makes poor choices when working with others
<b>Effort</b> Exhibits strong work ethic; preparedness	consistently comes to class prepared; maximizes class time available	almost always prepared; frequently uses class time effectively	frequently does not come to class prepared; poor use of class time
<b>Critical Thinking</b> Strong problem solving skills; adaptation to change	always thinks through problems; selects strategy; finds way to solve	consistent use of problem solving strategies	consistently avoids problem solving; rarely seeks assistance