

# Employability Skills Rubric

## Excellent Skills—“Employee of the Month! Do I hear ‘promotion’?”

<i>Punctuality</i>	<i>Attendance</i>	<i>Engagement</i>	<i>Productivity</i>	<i>Behavior</i>	<i>Relationships</i>
- No Tardies	-No <i>unexcused</i> absences	- Contributes to class discussion 4+ times per week. - Cell phone (or other distractions) never out or used.	-No missing assignments - Always uses work time in class wisely	- Always demonstrates respectful and appropriate behavior	- Always cooperative with classmates and/or teacher - Frequently demonstrates concern for others - Always communicates effectively and respectfully

## Good Skills—“Management likes what it’s seeing!”

<i>Punctuality</i>	<i>Attendance</i>	<i>Engagement</i>	<i>Productivity</i>	<i>Behavior</i>	<i>Relationships</i>
- 1 Tardy	- No <i>unexcused</i> absences	- Contributes to class discussion 3 times per week. - Cell phone (or other distractions) never out or used.	-No missing assignments - Often uses work time in class wisely	- Often demonstrates respectful and appropriate behavior	- Often cooperative with classmates and/or teacher - Occasionally demonstrates concern for others - Often communicates effectively and respectfully

## Average Skills—“Punches In, Punches Out. No more, no less.”

<i>Punctuality</i>	<i>Attendance</i>	<i>Engagement</i>	<i>Productivity</i>	<i>Behavior</i>	<i>Relationships</i>
- 2 Tardies	- No <i>unexcused</i> absences	- Contributes to class discussion 1 time per week. - Cell phone (or other distractions) out/used 1 time.	- 1 missing assignment - May need prompting to use work time in class wisely	- Demonstrates respectful appropriate behavior more often than not - May need remediation	- Generally cooperative with classmates and/or teacher - Rarely demonstrates concern for others - Generally communicates effectively and respectfully

## Below Average Skills—“A letter has been placed in your file.”

<i>Punctuality</i>	<i>Attendance</i>	<i>Engagement</i>	<i>Productivity</i>	<i>Behavior</i>	<i>Relationships</i>
- 3 Tardies	-1 <i>Unexcused</i> absence	- Never contributes to class discussion. - Cell phone (or other distractions) out/used 2 times.	- 1 missing assignments - Frequently needs prompting to use work time in class wisely	- Occasionally demonstrates respectful appropriate behavior - Often needs remediation	- Struggles to cooperate with classmates and/or teacher - Does not demonstrate concern for others - Struggles to communicate effectively and respectfully

## Poor Skills—“You’re fired!” (F = 50-60%)

<i>Punctuality</i>	<i>Attendance</i>	<i>Engagement</i>	<i>Productivity</i>	<i>Behavior</i>	<i>Relationships</i>
- 4+ Tardies	- 2+ <i>Unexcused</i> absences - Truant	- Never contributes to class discussion. - Cell phone (or other distractions) out/used 3+ times.	- 2 missing assignments - Always needs prompting to use work time in class wisely	- Rarely demonstrates respectful appropriate behavior - Remediation inevitable	- Rarely cooperates with classmates and/or teacher - Does not demonstrate concern for others - Rarely communicates effectively and respectfully

# Classroom to Workplace Comparison

Attributes	Classroom Application(s)	Workplace Application(s)
<i>People</i>	<ul style="list-style-type: none"> <li>• Students, classmates</li> <li>• Teacher, administrator</li> <li>• School</li> </ul>	<ul style="list-style-type: none"> <li>• Employees, co-workers</li> <li>• Employer, supervisor, boss</li> <li>• Office, store, clinic</li> </ul>
<i>Punctuality</i>	<ul style="list-style-type: none"> <li>• Arriving to class prior to period's start</li> <li>• Student remains in classroom unless dismissed by the teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Arriving at work prior to start of shift</li> <li>• Employee does not leave work early unless dismissed by their supervisor</li> </ul>
<i>Attendance</i>	<ul style="list-style-type: none"> <li>• Being present for each class period/school day</li> <li>• Excused absences (arranged with attendance office)</li> </ul>	<ul style="list-style-type: none"> <li>• Being present each shift/work day</li> <li>• Paid sick leave/vacation (arranged with employer or HR department)</li> </ul>
<i>Engagement</i>	<ul style="list-style-type: none"> <li>• Contributions to class discussions</li> <li>• Cooperation with classmates</li> <li>• Minimizes distractions to learning (i.e. cell phone, talking with classmates, working on another task, etc.)</li> <li>• Not falling asleep in class</li> </ul>	<ul style="list-style-type: none"> <li>• Contributions to staff meeting discussions</li> <li>• Cooperation with co-workers</li> <li>• Minimizes distractions to working (i.e. meeting at the water cooler, personal phone calls/emails, frequent bathroom breaks, etc.)</li> <li>• Not falling asleep "on the job"</li> </ul>
<i>Productivity</i>	<ul style="list-style-type: none"> <li>• Assignments thoroughly completed and turned in on time</li> <li>• Missed assessments made-up</li> <li>• Course binder organized</li> <li>• Using work time provided in class efficiently</li> <li>• Cleaning up around desk, returning materials neatly</li> </ul>	<ul style="list-style-type: none"> <li>• Tasks/duties (i.e. reports, communications, presentations, sales, etc.) completed and submitted on time</li> <li>• Number of sales made</li> <li>• Desk/workspace organized and tidy</li> </ul>
<i>Behavior</i>	<ul style="list-style-type: none"> <li>• Follows instructions provided by teacher</li> <li>• Appropriate non-judgmental, language used (no cursing, bringing down classmates, shouting, bullying, etc.)</li> <li>• Respectful of classmates and classmates' property</li> <li>• Does not vandalize or steal school property</li> </ul>	<ul style="list-style-type: none"> <li>• Follows instructions provided by supervisor</li> <li>• Appropriate non-judgmental, language used (no cursing, bringing down co-workers, harassing, etc.)</li> <li>• Respectful of coworkers and coworkers' property</li> <li>• Does not vandalize or steal company property</li> </ul>