

Name \_\_\_\_\_  
 Period \_\_\_\_\_  
 Class \_\_\_\_\_  
 Date \_\_\_\_\_



career + technical education

## Employability Skills Grading Rubric

1 = Not Yet    2 = Almost meets Criteria    3 = Meets Criteria most of the Time    4 = Exceeds Criteria

	1	2	3	4
<b>Dependability</b>				
<input type="checkbox"/> Attends class regularly				
<input type="checkbox"/> Arrives to class on time				
<input type="checkbox"/> Uses class time effectively				
<input type="checkbox"/> Assumes responsibility				
<b>Work Habits/Ethics</b>				
<input type="checkbox"/> Works well independently				
<input type="checkbox"/> Completes assignments on time				
<input type="checkbox"/> Completes quality work				
<input type="checkbox"/> Follows rules and regulations				
<input type="checkbox"/> Exhibits honesty and loyalty				
<input type="checkbox"/> Shows work initiative				
<input type="checkbox"/> Shows a positive and cooperative attitude				
<input type="checkbox"/> Shows respect toward all				
<input type="checkbox"/> Dresses appropriately				
<input type="checkbox"/> Displays manners				
<b>Communication Skills</b>				
<input type="checkbox"/> Works cooperatively as a team				
<input type="checkbox"/> Speaks and writes clearly				
<input type="checkbox"/> Welcomes suggestions				
<b>Critical Thinking and Problem Solving</b>				
<input type="checkbox"/> Clarifies purposes and goals				
<input type="checkbox"/> Identifies the problem				
<input type="checkbox"/> Employs reasoning skills				
<input type="checkbox"/> Understands steps in solving a problem				
<input type="checkbox"/> Evaluates options				

**Comments** \_\_\_\_\_ **Total** \_\_\_\_\_

---



---