

B & C I Learning Outcomes #2-#6
Rubric for Assessing Individual Student Work Readiness

Employability Skills Rubric
(Developed June 10, 2010)

Student's Name: _____ School Year: _____

High School: _____ Instructor Signature _____

	Skilled (4)	Moderate (3)	Limited Skills (2)	Unskilled (1)
Attendance (excused and unexcused)	Misses less than 1 day per quarter	Misses less than 2 day per quarter	Misses less than 3 day per quarter	Misses less than 4 day per quarter
Punctuality	Late less than 1 day per quarter	Late less than 2 days per quarter	Late less than 3 days per quarter	Late less than 4 days per quarter
Preparedness (includes appropriate dress)	Always in proper attire and starts immediately	Mostly in proper attire but takes up to 3 minutes to start	Sometimes in proper attire; takes up to 3 - 5 minutes to start	Not prepared to work
Response to supervision	Is compliant, eagerly follows through; asks questions or makes appropriate suggestions	Is usually compliant, does not challenge the instructor, follows through less eagerly	Occasionally challenges the instructor, but otherwise follows through	Does not comply promptly or shows verbal or body opposition
Attitude	Is positive, even tempered, eager to work, rarely complains	Usually is positive, even tempered, eager to work, rarely complains	Must be instructed to work, has minimal desire to work	Has no desire to work
Behavior	Never disruptive	Rarely disruptive	Disruptive occasionally	Very disruptive
Safety	Independently follows all safety rules	Follows most safely rules; sometimes needs reminding	Occasionally follows safety rules; needs lots of reminding	Does not follow safety rules or always needs reminding
Attention to Task	Can stay on task for the entire class with minimal supervision, is self motivated	Can stay on task for the entire class with minimal prompts, is mostly self motivated	Can stay on task for short periods, is not largely self-motivated, needs repeated prompts	Needs constant supervision, can't stay on task without direct supervision; leaves the work area
Quality of Work	Makes some mistakes, independently spotted and corrected	Makes some mistakes which need to be pointed out	Displays inconsistent quality; sometimes spots errors	Displays inconsistent quality and doesn't spot errors
Communication	Appropriately expresses thoughts and listens to others	Expresses thoughts when prompted; normally listens to others	Occasionally expresses thoughts and listens	Difficulty expressing thoughts and listens
Teamwork	Works well with others, contributes to the work without conflict	Mostly works well with others, contributes a fair portion to the work, rarely experiences conflicts	Occasionally works well with others, doesn't contribute a fair share of the work, often experiences conflicts	Often experiences problems with others, does not contribute a fair share to the work.

Score and comments: