Employability Skills Rubric

	5 Exceeding Minimum Standards	4 Mastering Minimum Standards	3 Approaching Minimum Standards	2 Developing Minimum Standards	0 No Mastery of Minimum Standards
Dependability	• **Always** ○ Present ○ Punctual ○ Prepared	• **Consistently** ○ Present ○ Punctual ○ Prepared	• **Frequently** ○ Present ○ Punctual ○ Prepared	• **Occasionally** ○ Present ○ Punctual ○ Prepared	• **Rarely** ○ Present ○ Punctual ○ Prepared
Collaboration/ Cooperation	• **Always** ○ Respectful of others and their ideas ○ Maintains a positive attitude ○ Works with others and is a valuable asset to a group/team	• **Consistently** ○ Respectful of others and their ideas ○ Maintains a positive attitude ○ Works with others and is a valuable asset to a group/ team	• **Frequently** ○ Respectful of others and their ideas ○ Maintains a positive attitude ○ Works with others and is a valuable asset to a group/ team	• **Occasionally** ○ Respectful of others and their ideas ○ Maintains a positive attitude ○ Works with others and is a valuable asset to a group/ team	• **Rarely** ○ Respectful of others and their ideas ○ Maintains a positive attitude ○ Works with others and is a valuable asset to a group/ team
Participation	• **Always** ○ Actively listens ○ Attempts all assignments to best ability ○ Manages time effectively	• **Consistently** ○ Actively listens ○ Attempts all assignments to best ability ○ Manages time effectively	• **Frequently** ○ Actively listens ○ Attempts all assignments to best ability ○ Manages time effectively	• **Occasionally** ○ Actively listens ○ Attempts all assignments to best ability ○ Manages time effectively	• **Rarely** ○ Actively listens ○ Attempts all assignments to best ability ○ Manages time effectively
Professionalism	• **Always** ○ Self-advocates appropriately ○ Maintains context-appropriate language and voice level at all times ○ Uses all resources and technology appropriately ○ Manages necessary absences responsibly	• **Consistently** ○ Self-advocates appropriately ○ Maintains context-appropriate language and voice level at all times ○ Uses all resources and technology appropriately ○ Manages necessary absences responsibly	• **Frequently** ○ Self-advocates appropriately ○ Maintains context-appropriate language and voice level at all times ○ Uses all resources and technology appropriately ○ Manages necessary absences responsibly	• **Occasionally** ○ Self-advocates appropriately ○ Maintains context-appropriate language and voice level at all times ○ Uses all resources and technology appropriately ○ Manages necessary absences responsibly	• **Rarely** ○ Self-advocates appropriately ○ Maintains context-appropriate language and voice level at all times ○ Uses all resources and technology appropriately ○ Manages necessary absences responsibly

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