

9th-12th Grade Employability Skills Rubric

Student Name:		Date:				
Teacher Name:						
Employability Skills	Almost Never 1	Rarely 2	Occasionally 3	Frequently 4	Almost Always 5	
Essential Concept and/or Skill: <i>Communicates and works productively with others, incorporating different perspectives and cross cultural understanding, to increase innovation and the quality of work. (21.9-12.ES.1)</i>						
1. Works appropriately and productively with others						
a. Sets goals						
b. Effectively communicates with group and stakeholders						
c. Demonstrates respectful behavior to group member ideas and opinions						
d. Manages and resolves conflict when appropriate						
e. Leads or supports when appropriate						
f. Determines people's strengths and assign roles accordingly						
g. Contributes to a team by sharing information and expertise						
h. Agrees to disagree in a respectful manner in a group dynamic						
i. Collaborates effectively with other teams/team members toward a common goal						
j. Recognizes own and other's good efforts						
2. Uses different perspectives to increase innovation and the quality of work						
a. Gathers input from all group members						
b. Capitalizes on the diversity of group members						
c. Accepts and provides feedback in a constructive and considerate manner						
3. Uses all the appropriate principles of communication effectively						
a. Listens to understand and appreciate the points of view of others						
b. Listens for comprehension						
c. Listens for decision making						
d. Processes information in order to make an informed decision						
e. Asks appropriate questions in seeking clarification						
f. Reads, understands and creates information presented in a variety of forms (e.g. words, charts, graphs, diagrams)						
g. Follows directions						
h. Expresses thoughts and ideas clearly and succinctly						
i. Uses appropriate technology to communicate						
j. Uses appropriate channels of communication (written, verbal, technical, visual)						

Employability Skills	Almost Never 1	Rarely 2	Occasionally 3	Frequently 4	Almost Always 5
Essential Concept and/or Skill: <i>Adapts to various roles and responsibilities and works flexibly in climates of ambiguity and changing priorities. (21.9-12.ES.2)</i>					
1. Adapts to various roles, responsibilities, and expectations					
a. Works independently or as a part of a team					
b. Learns from mistakes and accept feedback					
c. Carries out multiple tasks or projects					
d. Continuously monitors the success of a project or task					
e. Identifies ways to improve project or task					
f. Considers multiple perspectives and represents a problem in more than one way					
g. Accepts others; tolerant of differences					
2. Works effectively in a climate of ambiguity and changing priorities					
a. Copes with uncertainty; quickly and calmly change focus and goals as the situation requires					
b. Demonstrates a sense of comfort with lack of structure					
c. Remains composed and focused, even under stress					
d. Adapts to changing requirements and information					
e. Responds openly and constructively to change					
f. Approaches conflict from win-win perspective					
3. Demonstrates appropriate risk-taking					
a. Provides innovative and resourceful engagement					
b. Identifies and suggests alternative ways to achieve goals					
c. Asks “what if”					
d. Brainstorms effectively					
e. Questions assumptions in a non-confrontational manner					

Employability Skills	Almost Never 1	Rarely 2	Occasionally 3	Frequently 4	Almost Always 5
Essential Concept and/or Skill: <i>Demonstrates leadership skills, integrity, ethical behavior, and social responsibility while collaborating to achieve common goals. (21.9-12.ES.3)</i>					
1. Uses interpersonal skills to influence and guides others toward a goal					
a. Positively support the work of others					
b. Facilitates and delegates responsibilities to best accomplish goal(s)					
c. Builds relationships					
d. Engages in the tasks to accomplish goal					
e. Knows when to listen and when to speak-up					
f. Maintains an open mind					
g. Provides constructive feedback					
2. Leverages the strengths of others to accomplish a common goal					
a. Communicates effectively					
b. Collaborates effectively					
c. Appreciates ideas of others					
d. Facilitates compromise that can lead to group consensus					
3. Demonstrates integrity and ethical behavior					
a. Accepts ownership for actions					
b. Demonstrates trustworthiness and honesty					
c. Makes decisions based on important core values					
4. Demonstrates mental, physical, and emotional preparedness to accomplish the task					
a. Organizes required materials in a readily accessible format.					
b. Focuses and becomes energized on the task objectives.					

Employability Skills	Almost Never 1	Rarely 2	Occasionally 3	Frequently 4	Almost Always 5
Essential Concept and/or Skill: <i>Demonstrates initiative and self-direction through high achievement and lifelong learning while exploring the ways individual talents and skills can be used for productive outcomes in personal and professional life. (21.9-12.ES.4)</i>					
1. Performs work without oversight					
a. Assesses the situation and identifies the priority/necessary actions to be taken					
b. Understands the value of the task in relationship to greater goal					
c. Understands that incomplete work-- even if excellent--is a failure					
d. Models self-confidence					
e. Knows how to find and evaluate appropriate resources					
f. Implements solutions					
g. Demonstrates commitment to self/group/society					
2. Uses time efficiently to manage workload					
a. Segments task into logical steps with appropriate estimates of time					
b. Builds a timeline to facilitate completion of the task					
c. Prioritizes steps in proper order					
3. Assesses one's own mastery of skills					
a. Understands the task					
b. Identifies the depth and breadth of knowledge to be successful at a task					
c. Identifies and utilize appropriate measure of knowledge					
4. Sets and achieves high standards and goals					
a. Understands incremental steps for acquiring goals					
b. Creates a written plan					
c. Sets realistic goals that match aptitudes					
d. Engages in activities to improve skills that are relative to goals					
e. Demonstrates core values					
f. Constructively evaluates progress and takes corrective action when necessary					
5. Engages in effective problem solving process					
a. Transfers learning from one domain to another					
b. Identifies partners and resources germane to the situation					
c. Evaluates and select the best resources in context of the problem, and allocates them appropriately					
d. Identifies root cause of problem					
e. Details a course of action in writing with sequence of steps involved					
f. Implements a solution and makes adjustments when there is need/opportunity for improvement					

Employability Skills	Almost Never 1	Rarely 2	Occasionally 3	Frequently 4	Almost Always 5
Essential Concept and/or Skill: <i>Demonstrates productivity and accountability by meeting high expectations. (21.9-12.ES.5)</i>					
1. Delivers quality job performance on time					
a. Recognizes and understands required standards needed for successful completion					
b. Sets goals and establishes timelines to reach required standards					
c. Establishes assessment checkpoints throughout work processes					
d. Identifies quality control issues and makes needed adjustments to correct problems					
e. Takes initiative to see job completed without compromising quality					
f. Reassesses process on a regular basis to identify any opportunities for improvement					
g. Demonstrates ethical behavior and works responsibly, reliably, and collaboratively with others					
2. Demonstrates accountability for individual performance					
a. Comes to work regularly and is on time all of the time					
b. Stays productive when on the job					
c. Takes initiative to help others when own work is completed					
d. Accepts responsibility for errors and corrects errors					
e. Learns from mistakes					
f. Follows through with work assignments					
g. Demonstrates willingness to work overtime					
h. Demonstrates flexibility to cross train					

Rating Descriptors Operationally Defined:

Almost Never – grade level standard/skill is demonstrated/observed very little or not at all (with appropriate accommodations) with no generalization of skill across days and novel tasks.

Rarely – grade level standard/skill is demonstrated/observed infrequently (with appropriate accommodations) with little or no generalization of skill across days and novel tasks; teacher prompting does not always result in demonstration of skill.

Occasionally – grade level standard/skill is demonstrated/observed periodically (with appropriate accommodations) with inconsistent generalization across days and novel tasks; teacher prompting is often necessary for skill to be generalized.

Frequently – grade level standard/skill is demonstrated/observed often (with appropriate accommodations) with consistent generalization of skill across days and novel tasks; occasional teacher prompting is necessary for skill to be generalized.

Almost Always – grade level standard/skill is demonstrated/observed most of the time (with appropriate accommodations) with consistent and independent generalization of skill across days and novel tasks.

Place calendar date next to the numeral to signify date of data summary, and a listing of utilized data sources, summary and next steps in the appropriate spaces

Date #1:	Baseline Data Sources
Date #2:	Data Sources:
Summary	
Next Steps:	
Date #3:	Data Sources:
Summary:	
Next Steps:	
Date #4:	Data Sources:
Summary	
Next Steps:	
Date #5:	Data Sources:
Summary:	
Next Steps:	
Date #6:	Data Sources:
Summary	
Next Steps:	
Date #7:	Data Sources:
Summary:	
Next Steps:	
Date #8:	Data Sources:
Summary	
Next Steps:	
Date #9:	Data Sources:
Summary:	
Next Steps:	
Date #10:	Data Sources:
Summary	
Next Steps:	
Date #11:	Data Sources:
Summary:	
Next Steps:	
Date #12:	Data Sources:
Summary	
Next Steps:	

<i>Date #13:</i>	Data Sources:
<i>Summary:</i>	
<i>Next Steps:</i>	
<i>Date #14:</i>	Data Sources:
<i>Summary</i>	
<i>Next Steps:</i>	
<i>Date #15:</i>	Data Sources:
<i>Summary:</i>	
<i>Next Steps:</i>	
<i>Date #16:</i>	Data Sources:
<i>Summary</i>	
<i>Next Steps:</i>	
<i>Date #17:</i>	Data Sources:
<i>Summary:</i>	
<i>Next Steps:</i>	
<i>Date #18:</i>	Data Sources:
<i>Summary</i>	
<i>Next Steps:</i>	