

**Anderson Districts I and II Career and Technology Center
Employability/Soft Skills Evaluation Rubric
Hollingsworth 2018/2019**

Fundamental	Below Standard/ Expectation (6-7)	Meets Standard/ Expectation (8-9)	Exceeds Standard/ Expectation (10)
Attendance, Promptness, Prepared for Work	Usually comes to class unprepared, and/or usually has to be reminded to that class has started.	Sometimes forgets class necessities like notebook or pen, and/or is often slow to get started.	Always prepared for and ready to begin class.
Attitude, Cooperation, Integrity, Respect	Is usually offensive or rude.	Is only occasionally rude or offensive.	Consistently projects a good general attitude toward everyone... is memorably polite and cooperative.
Communication Skills: Speaking, writing, listening, reading	Communicates poorly, or uses inappropriate language.	Communicates effectively, but does not consistently use professional language or industry-appropriate vocabulary.	Consistently demonstrates ability to communicate ideas effectively and professionally using industry-appropriate vocabulary.
Ability to complete work through effort and effective time management	Does not use time efficiently to complete work; often misses deadlines.	Uses time efficiently with occasional prompting; meets most deadlines.	Uses time efficiently in class without prompting; consistently meets deadlines.
Ability to work with others and contribute ideas to the class/group	Does not seem interested in working with others or contributing ideas to the class/group.	Usually attempts to work well with others and contribute ideas to the class/group; usually pulls their own weight.	Consistently works well with others and contributes ideas to the group; always pulls their own weight.
Ability to take responsibility for actions and accept consequences for behavior	Refuses to accept responsibility for own actions, decisions or consequences. Fails to serve as own advocate. Fails to communicate effectively and honestly with parents regarding assignments/grades/discipline.	Usually takes responsibility for own actions and decisions, and accepts consequences, but fails to consistently serve as own advocate. Usually communicates effectively and honestly with parents regarding assignments/grades/discipline.	Always takes responsibility for own actions and decisions, and accepts consequences; serves as own advocate. Communicates effectively and honestly with parents regarding assignments/grades/discipline.
Ability to self-evaluate and accept feedback/critique	Does not accept criticism/feedback well.	Listens to criticism/feedback graciously, but does not seem to use it to improve.	Listens to criticism/feedback graciously, and uses it to improve.
Ability to safely manage materials, equipment, and space by respecting rules	Uses classroom resources inappropriately or unsafely; frequently leaves work area unclean.	Always uses classroom resources appropriately, and follows classroom safety procedures. Usually leaves work area clean (desk clean, chair pushed under, no trash, logged off computer).	Always uses classroom resources appropriately, and follows classroom safety procedures. Always leaves work area clean (desk clean, chair pushed under, no trash, logged off computer).
Self-management/Initiative/ Problem solving	Is frequently unfamiliar with directions. Usually asks for help before attempting to solve problems independently.	Usually listens to, reads and follows directions, but has difficulty working off-script. Doesn't consistently attempt to work through difficult problems independently before asking for help.	Carefully listens to, reads and follows all directions, but is able to work off-script if necessary. First attempts to work through difficult problems independently, often by seeking out additional resources and asking for instructor assistance only as a last resort .
Digital Responsibility	Often uses digital technology inappropriately or for personal pursuits. Fails to organize and save digital work using effective file naming and saving practices.	Usually uses digital technology appropriately and in pursuit of classroom goals. Usually organizes and saves digital work using effective file naming and saving practices.	Always uses digital technology appropriately and in pursuit of classroom goals. Organizes and saves digital work using effective file naming and saving practices.