



Workplace Skills Rubric

Technical programs utilize the common rubric for the assessment of workplace skills in order to measure performance across four areas including attendance, appearance, accountability and attitude. Faculty utilize the range below to determine student performance. Students must achieve a score of 2 or better in each area to be considered proficient.

Levels of Achievement

3- Demonstrates mastery of workplace skills/soft skills, exhibits initiative, adapts to varied situations

2- Demonstrates control of self, maintains quality and execution of workplace behaviors/soft skills

1- Demonstrates knowledge of soft skills, but requires assistance or supervision occasionally

0-Demonstrates minimal knowledge of workplace behaviors/soft skills, requires regular assistance or supervision

Criteria	Mastery – 3 Points	Proficient – 2 Points	Emerging – 1 Point	Intervention – 0 Points
Attendance	Timely attendance of scheduled courses/activities and punctual return from breaks/lunch 100% of the time.	Timely attendance of scheduled courses/activities and punctual return from breaks/lunches 90% or more of the time.	Timely attendance of scheduled courses/activities and punctual return from breaks/lunches 80% or more of the time.	Timely attendance of scheduled courses/activities and punctual return from breaks/lunches 75% or less of the time.
Appearance	Recognizes the need and agreement to wear the appropriate attire for the work/school environment 100% of the time. Understands the impact appearance has on performance and employers 100% of the time.	Recognizes the need and agreement to wear the appropriate attire for the work/school environment 90% of the time. Understands the impact appearance has on performance and employers 90% of the time.	Recognizes the need and agreement to wear the appropriate attire for the work/school environment 80% of the time. Understands the impact appearance has on performance and employers 80% of the time.	Recognizes the need and agreement to wear the appropriate attire for the work/school environment 75% or less of the time. Understands the impact appearance has on performance and employers 75% or less of the time.
Accountability	Comes prepared to work, is responsible with tools/equipment 100% of the time.	Comes prepared to work, is responsible with tools/equipment 90% of the time.	Comes prepared to work, is responsible with tools/equipment 80% of the time.	Comes prepared to work, is responsible with tools/equipment 75% or less of the time.



Workplace Skills Rubric

Criteria	Mastery – 3 Points	Proficient – 2 Points	Emerging – 1 Point	Intervention – 0 Points
	Follows the rules, maintains honesty and integrity 100% of the time. Demonstrates a willingness to learn and accomplish more than the bare minimum 100% of the time.	Follows the rules, maintains honesty and integrity 90% of the time. Demonstrates a willingness to learn and accomplish more than the bare minimum 90% of the time.	Follows the rules, maintains honesty and integrity 80% of the time. Demonstrates a willingness to learn and accomplish more than the bare minimum 80% of the time.	time. Follows the rules, maintains honesty and integrity 75% or less of the time. Demonstrates a willingness to learn and accomplish more than the bare minimum 75% or less of the time.
Attitude	Demonstrates respect for managers/coworkers and performs required duties effectively at 100%. Presents positively and conducts work relationships with integrity and respect 100% of the time. Demonstrates a positive/appropriate representation of the institution/organization 100% of the time.	Demonstrates respect for managers/coworkers and performs required duties effectively at 90%. Presents positively and conducts work relationships with integrity and respect 90% of the time. Demonstrates a positive/appropriate representation of the institution/organization 90% of the time.	Demonstrates respect for managers/coworkers and performs required duties effectively at 80%. Presents positively and conducts work relationships with integrity and respect 80% of the time. Demonstrates a positive/appropriate representation of the institution/organization 80% of the time.	Demonstrates respect for managers/coworkers and performs required duties effectively at 75% or less. Presents positively and conducts work relationships with integrity and respect 75% or less of the time. Demonstrates a positive/appropriate representation of the institution/organization 75% or less of the time.