**Rubric for Employability Skill Daily Participation (page 1)**

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|  | **4**  **Exceeds Expectations** | **3**  **Successful** | **2**  **Needs Improvement** | **1 – 0**  **Poor** |
| **Professional Appearance**  **\_\_\_\_ X 4 = \_\_\_\_\_\_\_\_** | Uniform is complete, clean, unwrinkled and worn correctly.  All personal hygiene standards are met.  Appears neat and well groomed.  No prompting required. | Uniform is complete, clean, unwrinkled and worn correctly.  All personal hygiene standards are met.  Appears neat and well groomed.  Borrows one uniform component .  No prompting required. | Uniform is complete, may be lightly soiled or wrinkled and is worn correctly.  One personal hygiene standard is not met.  Borrows two uniform components.  Appears sloppy or poorly groomed.  No prompting required. | Uniform is incomplete, dirty or improperly worn.  Two or more personal hygiene standards are not met.  Borrows three or more uniform components.  Inappropriate attire or sloppy & poorly groomed.  Needs prompting to meet standard.  Non-compliant |
| **Interpersonal Relationships**  **\_\_\_\_ X 3 = \_\_\_\_\_\_\_\_** | Always exhibits the following: patience; a friendly, cooperative, interested attitude; highly developed coping skills in a variety of emotional situations; positive modeling in comments, actions & peer support.  Strong positive contributor to team/class/peer morale. | Exhibits a friendly, cooperative, interested attitude; maintains emotional control; patient;, leaves personal problems at home; does not engage in negative words and/or actions toward others.  Contributes to positive team/class/peer morale. | Inconsistently exhibits a friendly, cooperative, interested attitude; usually demonstrates patience; is working toward developing a consistent positive attitude; emotional control fluctuates; personal problems sometimes interfere with performance.  Seldom contributes to positive team/class/peer morale | Rarely exhibits a friendly, cooperative, interested attitude; is impatient; routinely reflects impulsive, reactive behavior in emotional situations; personal problems interfere with class/lab performance; comments and/or actions are detrimental to learning.  Weak or negative contributor to team/class/peer morale.  Non-compliant |
| **Punctuality and Productivity**  **\_\_\_\_\_\_\_\_** | Always ready to go early, never tardy or out early.  Finishes early. Asks “What’s next?” without prompting.  Shows a sense of urgency throughout the class. | On time, never late, tardy or out early  Finishes on time. Immediately requests task from teacher with little or no prompting.  Sometimes shows sense of urgency. | Sometimes late or tardy or out early.  Finishes then looks for another task but wastes time before doing so.  Rarely shows sense of urgency. | Often late, tardy or out early.  Finishes minimal tasks.  Does not do more than is asked. Wastes time.  Does not show any sense of urgency.  Non-compliant |

**Rubric for Employability Skill Daily Participation (page 2)**

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|  | **4**  **Exceeds Expectations** | **3**  **Successful** | **2**  **Needs Improvement** | **1 – 0**  **Poor** |
| **Care, Concern and Effort**  **\_\_\_\_\_\_\_\_** | Shows great pride in work.  Always makes great effort to accomplish goals to standard.  Always uses tools, equipment, facility and materials carefully and appropriately.  Teaches others and promotes proper use. | Shows some pride in work.  Makes good effort to accomplish goals to standard.  Always uses tools, equipment, facility and materials carefully and appropriately | Shows little pride in work.  Makes little effort to accomplish goals to standard.  Usually uses tools, equipment, facility and materials carefully and appropriately. Spoken to on occasion about proper use. | Does not show any pride in work.  Makes no effort to accomplish goals to standard.  Frequently uses tools, equipment and materials carelessly and inappropriately. Teacher speaks to student multiple times regarding proper use.  Non-compliant |
| **Initiative, Motivation and Responsibility**  **\_\_\_\_\_\_\_\_** | Always starts work independently.  Solves problems quickly and accurately. Takes ownership of the problem.  Always receptive to new ideas and adapts to change.  Frequently offers ideas and asks questions more than once in class.  Readily accepts responsibility for own actions and decisions. | Usually starts work independently.  Solves problem accurately in a reasonable amount of time  Usually receptive to new ideas and adapts to change.  Offers some ideas and asks one question per class.  Accepts responsibility for own actions and decisions. | Seldom starts work independently.  Attempts to solve problem, but solution is not accurate.  Seldom receptive to new ideas. Reluctant to adapt to change.  Offers few ideas and asks no questions.  Reluctantly accepts responsibility for own actions and decisions. | Rarely starts work independently.  Does not attempt to solve problem.  Rejects new ideas, does not adapt well to change.  Offers very few ideas and asks no questions.  Unwilling to accept responsibility for own actions and decisions.  Non-compliant |

Page 1 Score \_\_\_\_\_ + Page 2 Score \_\_\_\_\_ = \_\_\_\_\_ ÷ 40 = \_\_\_\_\_\_\_\_\_ % Total Score