**Employability Rubric** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Attribute**  **Assessed** | **Exemplary Employee**  Top dog…you get a raise!  **100 points** | **Solid Citizen**  Thank you for a job well done!  **90 points** | **Probation**  You need to address some issues and get yourself on track!  **80 points** | **Double Secret Probation**  Be careful…I’m watching…Closely  **70 points** | **Pink Slip**  Time to look for a new job!  **60 points** |
| **Attendance:**  You can’t do the job if you’re not here! | **Perfect** attendance | **Almost perfect** attendance. Attendance does not get in the way of success. | Attendance is **getting in the way** of success. | Attendance is a **BIG concern** | **It’s a flip of the coin** if you come to work or not. |
| **Promptness:**  You’ve got to be on time and ready to work! We’re not paying you to hang out and socialize! | Ready to go every day. Work ALWAYS comes first | Demonstrates a good record of promptness and work readiness. | You’ve been “late to work”  Social time can take priority. | Too often “late to work”  Too often need to be reminded to get to work. | Social time is obviously your priority.  Daily reminders to get to work are required. |
| **Preparedness:**  You can’t do the job without the right tools, equipment, and attitude! | Always prepared with the RIGHT STUFF & the RIGHT ATTITUDE | Demonstrates a good record of being prepared for work | Record of class preparedness is not consistent and required attention. | Can’t seem to find what you need to get the job done. Work is not the top priority. | Never seem to be ready to work.  You are always looking for something or always have an excuse. |
| **Work Ethic:**  You’ve got to work! Set a goal for the day and work to reach that goal. Put work ahead of socializing, your snack…everything! | Always  ON TASK & HARD AT WORK | Work ethic is solid.  You might occasionally take a moment to yourself but it does not get in the way of meeting your daily goals. | Work ethic can be an issue.  Needs an occasional reminder to get to work. Has failed to meet daily goals. | Work consistency is an issue. You like to interrupt the work of others to satisfy your social needs.  Meeting daily goals is a problem. | Employer is always speaking to you about getting to work versus socializing.  You disrupt the work of others. Fail often to meet daily goals. |
| **Work Place Responsibility:**  You show respect for your co-workers, your work space and work place, and your employer. | You take good care of your work environment and always show care and respect for your peers and employer. | Takes good care of your work environment and show care and respect for your peers and employer. | Has shown issues with care and respect for work environment and equip. Needed a reminder to clean up. | Indifferent attitude toward work environment and fellow employees.  Clean up and care of tools & equipment is an issue. Reminders can be ignored. | Manners and actions toward your peers, employer and/or work space demonstrate a lack of caring and respect. Reminders are ignored. |
| **Collaboration:**  You work well with others. You are a strong, responsible, hard working team member. You bring a positive attitude to the job everyday. | Consummate team member.  Knows when to lead and when to follow.  Brings 100% effort to the team. | Good team member.  Shows support when needed and takes the lead if asked. | An inconsistent team member.  Can have issues with team members.  Can be distracted from work and not support teammates. | Can let others do the work for you.  Can take the lead and not allow group members to participate | An unreliable team member. You expect others to do your work.  YOU DO NOT PULL YOUR WEIGHT. |