

The purpose of this rubric is to evaluate the essential competencies needed to be successful in the workplace. All descriptors should be considered in the context of the workplace. Entrepreneurial competencies have been embedded in this rubric.

		Level 1 - Unsatisfactory	Level 2 - Needs Improvement	Level 3 - Proficient	Level 4 - Excellent
Teamwork (When Applicable)	<i>Student uses their understanding of working cooperatively with others to complete work assignments and achieve mutual goals.</i>	Has not yet demonstrated appropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts.	Inconsistent promoting positive group behaviors amongst coworkers and in contributing to group efforts. Shows potential for improvement.	Works well with coworkers, is respectful, and contributes to group efforts with rare exception. Respects diversity within the workplace.	Consistently facilitates positive group dynamics. Demonstrates leadership that plays a significant role in the success of group efforts. Promotes larger group unity.
Communication Verbal	<i>Verbal: Students can use their understanding of English grammar and public speaking skills to convey an idea, express information, and be understood by others.</i>	Seldom demonstrates appropriate group behaviors amongst coworkers and in contributing to group efforts. Communication of information and ideas is unclear.	Inconsistently demonstrates command of English grammar, public speaking and listening skills. Communication of information and ideas is occasionally unclear.	Demonstrates command of English grammar, public speaking and listening skills by conveying information and ideas clearly.	Consistently demonstrates command of English grammar, public speaking and listening skills by conveying information and ideas clearly.
Communication Written	<i>Written: Students can use their understanding of standard business English to ensure that written work is clear, direct, courteous, and grammatically correct.</i>	Seldom writes clearly and/or repeatedly uses language inappropriate for the workplace.	Inconsistent written communication in manner. Inconsistently uses language appropriate for the workplace.	Demonstrates written communication skills that are appropriate for the workplace.	Consistently demonstrates written communication skills that are clear, direct, courteous and grammatically correct
Communication Digital	<i>Digital: Students can use their understanding</i>	Lacks competence in using digital tools to convey work.	Demonstrates competency with one or two digital tools to convey	Demonstrates competency with a variety of digital tools to convey	Consistently demonstrates flexibility, adapting to new ideas and

	<i>of email, keyboarding, word processing, and digital media to convey work that is clear, direct, courteous, and grammatically correct.</i>	Communication is typically unclear, inappropriate and/or grammatically incorrect.	work. Communication is not yet consistently clear, appropriate or grammatically correct.	work that is clear, direct, courteous, and grammatically correct.	change with ease.
Problem Solving & Critical Thinking (Innovation & Invention embedded)	<i>Students can use their critical thinking skills to generate and evaluate solutions as they relate to the needs of the team, customer, and company.</i> <i>Students can use their understanding of logic and reasoning to analyze and address problems.</i>	Takes little to no initiative to solve problems.	Demonstrates reluctance in using logic and reasoning to generate and evaluate solutions to problems as they arise.	Uses logic, reasoning, and innovation to generate and evaluate solutions to problems as they arise.	Consistently uses sound logic, reasoning, and innovation to generate and evaluate problems. Identifies potential problems before they occur.
Decision Making (Innovation & Invention embedded)	<i>Students can use their understanding of problem solving to implement and communicate solutions.</i>	Takes little or no initiative to communicate and implement solutions.	Inconsistently demonstrates the use of problem solving and critical thinking skills to communicate and implement solutions.	Uses problem solving and critical thinking skills to communicate and implement solutions.	Consistently uses problem solving and critical thinking skills to communicate and implement solutions.
Adaptability & Flexibility (Innovation & Invention embedded)	<i>Students can use their understanding of workplace change and variety to be open to new ideas and handle ambiguity.</i>	Resists new ideas and changes, demonstrating a lack of flexibility and little or no desire to adapt.	Occasionally demonstrates flexibility, approaches new ideas and changes with reservation.	Demonstrates flexibility, adapting to new ideas and changes.	Consistently demonstrates flexibility, adapting to new ideas and change with ease.

<p>Initiative & Self-Drive</p> <p>(Growth Mindset embedded)</p>	<p><i>Students can use their understanding of goal setting and personal impact to achieve professional goals and understand personal impact.</i></p>	<p>Reluctant to set professional goals to improving skills, even with encouragement and guidance</p>	<p>Occasionally requires guidance to set professional goals designed to improve skills.</p>	<p>Consistently sets clear, professional goals designed to improve skills, reevaluating and adjusting with guidance.</p>	<p>Consistently and independently sets clear, professional goals designed to improve skills, reevaluating and adjusting when needed.</p>
<p>Accountability & Reliability</p>	<p><i>Students can use their understanding of commitment, time management, and follow through to ensure that a professional team functions properly and meets collective goals.</i></p>	<p>Seldom demonstrates commitment, time management and follow through. Rarely acts as a functional member of a team in support of collective goals.</p>	<p>Inconsistently demonstrates commitment, time management and follow through. Occasionally acts as a functional member of a team in support of collective goals.</p>	<p>Almost always demonstrates commitment, time management and follow through. Acts as a functional member of a team in support of collective goals.</p>	<p>Consistently demonstrates commitment, time management and follow through to be a functional member of a team, ensuring that team goals are met.</p>
<p>Cultural Competence</p>	<p><i>Students can use their understanding of diversity and inclusion to communicate and work effectively across a multitude of cultures.</i></p>	<p>Seldom demonstrates the ability to communicate and work effectively across a multitude of abilities, cultures, and backgrounds.</p>	<p>Inconsistently demonstrates ability to communicate and work effectively across a multitude of abilities, cultures, and backgrounds.</p>	<p>Almost always demonstrates the ability to communicate and work effectively across a multitude of abilities, cultures, and backgrounds.</p>	<p>Consistently demonstrates the ability to communicate and work effectively across a multitude of abilities, cultures, and backgrounds.</p>
<p>Planning & Organizing</p>	<p><i>Students can use their understanding of time management to plan effectively and accomplish assigned tasks.</i></p>	<p>Seldom uses time management to plan effectively and accomplish assigned tasks.</p>	<p>Inconsistently uses time management to plan effectively and accomplish assigned tasks.</p>	<p>Almost always uses time management to plan effectively and accomplish assigned tasks.</p>	<p>Consistently and independently uses time management to plan effectively and accomplish assigned tasks.</p>

