Employability Skills Rubric

OKLAHOMA EDGE

SKILL	CRITERIA	LEVEL 0: NO EXPOSURE	LEVEL 1: EMERGING	LEVEL 2: DEVELOPING	LEVEL 3: PROFICIENT	LEVEL 4: EXEMPLARY
Effective Relationships						
INTERPERSONAL SKILLS	*Teamwork*	No exposure	• Works as part of team. • Follows team norms. • Gives feedback to teammates.	… and • Respects individual differences. • Responds well to feedback.	… and • Solicits ideas and feedback from teammates.	… and • Exercises leadership within a team. • Resolves conflicts.
	Customer service	No exposure	• Interacts politely with customers.	… and • Responds to the needs of customers.	… and • Seeks out resources to resolve customer issues.	… and • Provides alternative solutions or options to customers. • Is receptive to customer feedback.
PERSONAL QUALITIES	*Initiative*	No exposure	• Completes assigned tasks on time or communicates any potential delays to supervisor.	… and • Asks questions to complete tasks.	… and • Plans out tasks.	… and • Moves onto the next task without being told. • Seeks leadership opportunities.
	Adaptability	No exposure	• Demonstrates a willingness to learn and listen to directions.	… and • Asks for help.	… and • Accepts constructive criticism. • Compromises	… and • Seeks out guidance, feedback and information. • Adapts to new methods.
	Professionalism	No exposure	• Follows rules and safety procedures. • Dresses appropriately. • Is respectful to others.	… and • Properly credits others. • Maintains a positive attitude.	… and • Understands own strengths and weaknesses. • Advocates for oneself.	… and • Admits mistakes. • Takes ownership for professional growth. • Takes actions to build skills.
Workplace Skills						
RESOURCE MANAGEMENT	*Manages time, money, resources and personnel*	No exposure	• Is on time. • Identifies resources needed to complete projects or tasks.	… and • Understands staff roles and value of their time.	… and • Manages own time appropriately. • Assigns staff roles or tasks based on strengths.	… and • Understands project timelines. • Demonstrates financial literacy. • Procures additional resources as needed within budget

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INFORMATION USE	*Locates, organizes, analyzes, uses and communicates information*	No exposure	• Uses reliable sources to identify information. • Identifies which information is relevant and important to tasks.	… and • Organizes information based on clear patterns. • Applies information to complete tasks.	… and • Prioritizes information. • Communicates information to colleagues or clients.	… and • Transfers and applies information. • Understands the connection of information to other tasks or parts of the project.
COMMUNICATION	*Verbal communication*	No exposure	• Speaks clearly and audibly.	… and • Uses appropriate and professional workplace language.	… and • Uses technical terminology accurately.	… and • Asks clarifying questions. • Checks for understanding and rephrases.
	Listening	No exposure	• Maintains appropriate eye contact and appropriate body language when speaking with others. • Applies what was heard to work.	… and • Responds to verbal and nonverbal cues from others.	… and • Responds and asks clarifying questions.	… and • Summarizes key points discussed.
	Comprehends written material	No exposure	• Understands and follows written directions. • Reads materials specific to work or tasks.	… and • Asks clarifying questions regarding technical or work-specific written materials.	… and • Summarizes key points from technical or work-specific written materials.	… and • Offers feedback and critiques to technical or work-specific written materials.
	Conveys information in writing	No exposure	• Writes work-specific materials using correct grammar, syntax, and spelling.	… and • Writes using technical or work-specific vocabulary accurately.	… and • Conveys written information in multiple industry or career-specific mediums and formats.	… and • Writes using the industry or career-specific style or standard.
SYSTEMS THINKING	*Understands, uses, monitors, and improves systems.*	No exposure	• Understands job description and duties.	… and • Understands how personal job duties contribute to the organization.	… and • Understands organizational makeup and structure. • Understands how components fit within and support a system.	… and • Evaluates inefficiencies within a system. • Recommends improvements to address inefficiencies.
TECHNOLOGY USE	*Understands and uses technology.*	No exposure	• Understands which technologies are necessary for the job or career.	… and • Understands which technologies are needed to complete specific workplace tasks.	… and • Uses industry-specific technology to complete tasks.	… and • Examines industry-specific technology trends.

Applied Knowledge

SKILL	CRITERIA	LEVEL 0: NO EXPOSURE	LEVEL 1: EMERGING	LEVEL 2: DEVELOPING	LEVEL 3: PROFICIENT	LEVEL 4: EXEMPLARY
APPLIED ACADEMIC SKILLS	*Academic application*	No exposure	• Understands which academic knowledge and skills are most relevant to achieving career goals.	… and • Understands which academic knowledge and skills are most relevant to work tasks.	… and • Applies relevant academic knowledge and skills to complete workplace tasks.	… and • Applies relevant academic knowledge and skills to solve work-specific problems.
CRITICAL THINKING	*Problem-solving*	No exposure	• Identifies a set of actions to arrive at a solution.	… and • Identifies pros and cons of ideas, approaches, and solutions.	… and • Debates an issue and converges to an understanding by questioning and assessing problems.	… and • Displays analytical and strategic thinking. • Analyzes options using "if-then" rationale.
	Creative Thinking	No exposure	• Proposes familiar approaches to address workplace challenges or complete tasks.	… and • Identifies alternative solutions and ideas to address workplace challenges and complete tasks.	… and • Creates and shares innovative solutions to address workplace challenges and ideas to complete tasks.	… and • Contributes to a culture of innovation. • Is willing to take risks.
	Goal Setting	No exposure	• Sets specific task, project, and/or career goal(s).	… and • Specifies timeline to achieve goal(s).	… and • Outlines steps or approaches to achieve goal(s).	… and • Identifies measures to determine success in achieving goal(s).

Source: *Kansas State Department of Education: Measuring and Reflecting Student Learning*