

Rubrics for Workplace Competencies Evaluation

Student Name _____ Date _____

Course Title _____ Grading Period _____

Calculate a score based on the following workplace competencies

1	Consistently demonstrates a positive attitude Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
2	Cooperates all of the time Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
3	Communicates well Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
4	Honest Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
5	Dependable Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
6	Recognizes problems and finds acceptable solutions Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
7	Concentrates Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
8	Produces quality work Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
9	Makes smart decisions Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
10	Always attends Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
12	Always punctual Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
13	Follows directions Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
14	Reads, writes, and calculates well Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
15	Shows leadership Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
16	Practice good grooming and dresses appropriately Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
17	Meets deadlines while producing quality Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)	
	Work Habits Point Total	