



Workplace Skills Rubric

WSU Tech is committed to educating students in preparation for performing in the 21st-century workforce. As such, general education disciplines and technical programs utilize the common rubric for the assessment of workplace skills to measure performance across six areas; attendance, punctuality, and reliability, productivity, attitude, respect, teamwork and cooperation, and problem solving and decision making. Faculty utilize the range below to determine student performance. A score of 80% or better is considered proficient.

Criteria	Exemplary	Proficient	Emerging	Limited
Attendance, Punctuality, and Reliability	The student is punctual to and attends all class sessions. Student is prepared to actively engage in material/activities for all class sessions and all assigned work from the instructor.	The student attends, and is punctual to, most class sessions. Student is prepared to actively engage in material/activities for most class sessions and most assigned work from the instructor.	The student attends, and is punctual to, most class sessions. However, student is only prepared to actively engage in material/activities for some class sessions and some assigned work from the instructor.	The student does not attend and/or is typically not punctual to class sessions. Student is not prepared to engage in material/activities for class sessions and assigned work from the instructor.
Productivity	The student demonstrates an understanding of all content. Student always uses time well throughout the class to ensure assignments get done on time. Student always provides meaningful ideas when participating with the group in class discussion and activities.	The student demonstrates an understanding of most content. Student usually uses time well throughout the class to ensure assignments get done on time. Student usually provides meaningful ideas when participating with the group in class discussion and activities.	The student sometimes demonstrates an understanding of the content. Student sometimes uses time well throughout the class to ensure assignments get done on time. Student sometimes provides meaningful ideas when participating with the group in class discussion and activities.	The student does not demonstrate an understanding of the content. Student does not use time well throughout the class and assignments are not completed on time. Student does not provide meaningful ideas when participating with the group in class discussion and activities.
Attitude	The student always demonstrates respect for the instructor and fellow students and performs all required duties effectively. Student presents positively with all assignments and the work of others. Students conducts all work relationships with integrity and respect. Student always demonstrates a positive and appropriate representation of the institution or organization.	The student usually demonstrates respect for the instructor and fellow students and performs most required duties effectively. Student usually presents positively with assignments and the work of others. Students conducts most work relationships with integrity and respect. Student usually demonstrates a positive and appropriate representation of the institution or organization.	The student sometimes demonstrates respect for the instructor and fellow students and performs some of the required duties effectively. Student sometimes presents positively with assignments and the work of others. Students conducts only some work relationships with integrity and respect. Student only sometimes demonstrates a positive and appropriate of the institution or organization.	The student demonstrates disrespect for instructors/fellow students and does not perform required duties effectively. Student presents negatively with assignments and the work of others and does not conducts work relationships with integrity or respect. Student demonstrates a negative and/or inappropriate representation of the institution or organization.

Respect	The student regularly treats instructor and classmates with respect, courtesy, and tact. Student does not engage in harassment of any kind. Student demonstrates classroom and workplace policies effectively.	The student usually treats instructor and classmates with respect, courtesy, and tact. Student does not engage in harassment of any kind. Student demonstrates classroom and workplace policies effectively.	The student sometimes treats instructor and classmates with respect, courtesy, and tact. Student does not engage in harassment of any kind. Student sometimes demonstrates classroom and workplace policies effectively.	The student demonstrates a lack of respect, courtesy, and tact with instructor and classmates. Student has engaged in some form of harassment. Student rarely demonstrates classroom and workplace policies effectively.
Teamwork and Cooperation	The student regularly conveys willingness to assist others regularly, while working to resolve conflicts and to identify solutions for mutual benefit. Student regularly demonstrates concern for treating people fairly and equitably.	The student usually conveys willingness to assist others, while working to resolve conflicts and to identify solutions for mutual benefit. Student usually demonstrates concern for treating people fairly and equitably.	The student sometimes conveys a willingness to assist others or will work to resolve conflicts and to identify solutions for mutual benefit. Student demonstrates concern for treating people fairly and equitably.	The student rarely conveys willingness to assist others while working to resolve conflicts. Student does not provide solutions for mutual benefit. Student rarely demonstrates concern for treating people fairly and equitably.
Problem Solving and Decision Making	The student regularly looks for and suggests solutions to problems. Student regularly demonstrates critical thinking skills.	The student will usually contribute to suggestions provided by others to solve problems in the classroom. Student usually practices their critical thinking skills.	The student does not offer suggestions or refine solutions, however, is willing to try solutions suggested by others.	The student does not demonstrate willingness to solve problems or help others solve problems. Student lets others do the work of their behalf.