

# Rubrics for Workplace Competencies Evaluation

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Course Title \_\_\_\_\_ Grading Period \_\_\_\_\_

Calculate a score based on the following workplace competencies

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