

Life/Career Abilities - Career Ready Practices - Rubrics

School _____

Student _____

Performance Measure	Exemplary	Proficient	Developing	Beginning
1 Act as a Responsible and Contributing Citizen and Employee				
Exhibits High-Quality Work	<input type="checkbox"/> Always meets or exceeds expectations for completion of products or delivery of services.	<input type="checkbox"/> Meets expectations for completion of products or delivery of services.	<input type="checkbox"/> Meets expectations for completion of products or delivery of services with supervision.	<input type="checkbox"/> Struggles to meet expectations for completion of products or delivery of services.
Sees Consequences of Actions	<input type="checkbox"/> Consistently considers the implications and consequences of actions.	<input type="checkbox"/> Considers the implications and consequences of actions.	<input type="checkbox"/> Occasionally acts in ways that fail to anticipate consequences.	<input type="checkbox"/> Acts impulsively and fails to consider consequences of actions.
2 Apply Appropriate Academic and Technical Skills				
Reads and Interprets Workplace Documents	<input type="checkbox"/> Reads, interprets, and applies workplace documents correctly and with ease (e.g., instructional manuals, work orders, invoices, memorandums).	<input type="checkbox"/> Reads, interprets, and applies workplace documents (e.g., instructional manuals, work orders, invoices, memorandums).	<input type="checkbox"/> Reads but misinterprets and misapplies workplace documents (e.g., instructional manuals, work orders, invoices, memorandums).	<input type="checkbox"/> Incorrectly reads, interprets, and applies workplace documents (e.g., instructional manuals, work orders, invoices, memorandums).
Solves Problems Using Mathematics	<input type="checkbox"/> Correctly uses mathematical reasoning and processes to accomplish job-specific tasks without aid (e.g., using geometry and algebra to complete work computations).	<input type="checkbox"/> Correctly uses mathematical reasoning and processes to accomplish job-specific tasks with occasional aid (e.g., using geometry and algebra to complete career computations).	<input type="checkbox"/> Uses mathematical reasoning and processes to accomplish job-specific tasks with occasional errors (e.g., using geometry and algebra to complete career computations).	<input type="checkbox"/> Does not understand how to apply mathematical reasoning and processes to accomplish job-specific tasks (e.g., using geometry and algebra to complete career computations).
3 Attend to Personal Health and Financial Well-Being				
Maintains Health	<input type="checkbox"/> Seamlessly manages health (e.g., sets fitness goals, eats healthfully) with clear insight on its effect on work-related tasks.	<input type="checkbox"/> Manages health (e.g., sets fitness goals, eats healthfully) and understands its effect on work-related tasks.	<input type="checkbox"/> Minimally manages health, with some effect on negative work-related tasks.	<input type="checkbox"/> Fails to manage health, with resulting negative effect on work-related tasks.
Manages Personal Finances	<input type="checkbox"/> Consistently manages spending habits within resources, uses personal financial tools and services effectively.	<input type="checkbox"/> Manages spending habits within resources, uses personal financial tools and services effectively.	<input type="checkbox"/> Is conscious of personal spending but occasionally exceeds resources.	<input type="checkbox"/> Spends personal resources carelessly.
4 Communicate Clearly, Effectively, and with Reason				
Listens and Speaks when Appropriate	<input type="checkbox"/> Engages in conversations/discussions and consistently understands when it is appropriate to speak and when it is appropriate to listen.	<input type="checkbox"/> Engages in conversations/discussions and understands when it is appropriate to speak and when it is appropriate to listen.	<input type="checkbox"/> At times, speaks when it is not appropriate and does not listen when it is appropriate.	<input type="checkbox"/> Often needs to be reminded of appropriate times to speak and appropriate times to listen.
Writes Clearly in Workplace Documents	<input type="checkbox"/> Consistently writes clearly, uses correct grammar, and understands the intended audience of documents that are produced.	<input type="checkbox"/> Writes clearly, generally using correct grammar, and understands the intended audience of the document produced.	<input type="checkbox"/> Produces a document that is mostly well written but, sometimes uses incorrect grammar; shows general understanding of the intended audience.	<input type="checkbox"/> Produces a document that is unclear, uses incorrect grammar, and shows a misunderstanding of the intended audience.

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5 Consider the Environment, Social, and Economic Impacts of Decisions				
Demonstrates Understanding of the System and Environment Influencing the Organization	<input type="checkbox"/> Consistently acknowledges the economic, political, and social relationships that impact multiple levels of an organization and uses this knowledge in interactions within the group (e.g., local, national, international).	<input type="checkbox"/> Acknowledges the economic, political, and social relationships that impact multiple levels of an organization (e.g., local, national, international).	<input type="checkbox"/> Acknowledges some social relationships that impact multiple levels of an organization.	<input type="checkbox"/> Does not acknowledge social relationships that impact multiple levels of an organization.
Makes Connections Between Work and Needs of Community	<input type="checkbox"/> Easily and accurately describes how work products and services benefit the community.	<input type="checkbox"/> Describes how work products and services benefit the community.	<input type="checkbox"/> See some connection in how work products and services benefit the community.	<input type="checkbox"/> Fail to understand how work products and services benefit the community.
6 Demonstrate Creativity and Innovation				
Demonstrates Originality and Inventiveness	<input type="checkbox"/> Consistently demonstrates creativity in a variety of situations.	<input type="checkbox"/> Demonstrates creativity in many situation.	<input type="checkbox"/> Demonstrates creativity but does not always understand how to express it.	<input type="checkbox"/> Does not demonstrate creativity.
Contributes New Ideas	<input type="checkbox"/> Appropriately contributes new and innovative ideas based on reliable resources.	<input type="checkbox"/> Often contributes new and innovative ideas based on known and reliable resources and skills.	<input type="checkbox"/> Contributes some new and innovative ideas based on known resources and skills.	<input type="checkbox"/> Rarely contributes new ideas as skills and resources are not developed enough.
7 Employ Valid and Reliable Research Strategies				
Accesses Information	<input type="checkbox"/> Locates information efficiently from reliable sources. Uses innovative strategies to access needed information.	<input type="checkbox"/> Considers more than one strategy or tool to locate information; research is complete and accurate.	<input type="checkbox"/> Accesses information from multiple sources and recognizes when information is incomplete, but fails to improve research.	<input type="checkbox"/> Conducts simple searches for information which are often inaccurate or incomplete.
Analyzes Critical Information	<input type="checkbox"/> Thoroughly evaluates the reliability of the source and the information researched using internal and external validation.	<input type="checkbox"/> Thoroughly evaluates information researched using internal and external validation.	<input type="checkbox"/> Evaluates information researched but not thoroughly.	<input type="checkbox"/> Does not evaluate information.
8 Utilize Critical Thinking to Make Sense of Problems and Persevere in Solving Them				
Resolves Problems that Arise in Completing Tasks	<input type="checkbox"/> Easily and quickly identifies resources that may help solve a specific problem and applies critical thinking to using that resources effectively.	<input type="checkbox"/> Identifies resources that may help solve a specific problem and applies critical thinking to using that resources correctly.	<input type="checkbox"/> Sometimes identifies resources that may help solve a specific problem but does not apply critical thinking to using that resources.	<input type="checkbox"/> Neither identifies resources that may help solve a specific problem nor applies critical thinking to aid in problem-solving.
Maintains Focus to Completion of the Project	<input type="checkbox"/> Stays focused consistently, prioritizes tasks, recognizes time constraints of projects, and avoids distractions while meeting deadlines.	<input type="checkbox"/> Develops a timeline for the work to be completed and stays focused throughout the project.	<input type="checkbox"/> Is occasionally off task in regards to accomplishing the project, thus only a portion of it is completed.	<input type="checkbox"/> Is often off task and does not complete the project.
9 Model Integrity, Ethical Leadership, and Effective Management				
Acts Responsibly in the Interests of Others	<input type="checkbox"/> Contributes extensively to a community organization or event; thoughtfully reflects on the importance of own actions within the community.	<input type="checkbox"/> Contributes to a community organization or event and reflects on the importance of personal involvement within the community.	<input type="checkbox"/> Participates in, but does not contribute to, a community organization or event and attempts to reflect on personal involvement within the community.	<input type="checkbox"/> Does not contribute to a community organization or event or reflect on the importance of involvement within the community.
Is Ethical in Using Influence and Power	<input type="checkbox"/> When in a position of leadership, consistently behaves ethically and with integrity to motivate others to work to their full potential.	<input type="checkbox"/> Often applies integrity and ethical behavior in leadership positions, thereby influencing others to do likewise.	<input type="checkbox"/> Does not always consider ethics or integrity in decisions or actions in positions of leadership.	<input type="checkbox"/> Shows no consideration of integrity or ethical behavior when leading others.

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10 Plan Education and Career				
Sets and Meets Goals	<input type="checkbox"/> Sets measurable goals and action steps to accomplish them.	<input type="checkbox"/> Defines and meets goals using the strategies.	<input type="checkbox"/> Defines goals and strategies but has not met goals.	<input type="checkbox"/> Has goals but no strategies to achieve them.
Seeks information on Job Opportunities	<input type="checkbox"/> Extensively uses commercial sources and personal networks to inquire and locate information on job opportunities.	<input type="checkbox"/> Uses commercial sources and personal networks to inquire and locate information on job opportunities.	<input type="checkbox"/> Makes limited use of commercial sources and/or personal networks to inquire and locate information on job opportunities.	<input type="checkbox"/> Fails to use commercial sources and personal networks to inquire and locate information on job opportunities.
11 Use Technology to Enhance Productivity				
Uses Technology to Locate and Evaluate Information	<input type="checkbox"/> Effectively and consistently uses multiple technology tools to collect, organize, evaluate, and/or communicate information.	<input type="checkbox"/> Uses technology effectively as a tool to collect, organize, evaluate, and/or communicate information.	<input type="checkbox"/> Uses popular technology tools to collect and/or communicate information.	<input type="checkbox"/> Attempts to use technology to collect and/or communicate information are ineffective.
Uses Technology and Tools Appropriately	<input type="checkbox"/> Consistently selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work efficiently and productively.	<input type="checkbox"/> Selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work productively.	<input type="checkbox"/> Selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work.	<input type="checkbox"/> Rarely selects and uses technological resources correctly (e.g., equipment, machines, tools, electronics) to accomplish work.
12 Work Productively in Teams While Using Cultural/Global Competence				
Listens and Cooperates With Team Members	<input type="checkbox"/> Consistently listens to others and their ideas; helps the team reach its full potential.	<input type="checkbox"/> Listens to others' points of view and makes a definite effort to understand their ideas.	<input type="checkbox"/> Sometimes listens to others, but often assumes others' ideas will not work. Tries to work well with the team.	<input type="checkbox"/> Does not listen to group's opinions and ideas; wants things done own way.
Works Effectively with Diverse Teams	<input type="checkbox"/> Always listens to, shares with, and supports the efforts of others. Uses respectful and appropriate statements, responses, and body language.	<input type="checkbox"/> Listens to, shares with, and supports others. Statements and responses are respectful, and appropriate body language is exhibited.	<input type="checkbox"/> Most statements, responses, and body language are respectful, with only an occasional negative tone. Does not always listen to, share with, or support the efforts of others.	<input type="checkbox"/> Statements, responses, and/or body language are not respectful. Rarely listens to, shares with, and supports the efforts of others.