

Life/Career Rubrics - Career Ready Practices

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	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. <input type="checkbox"/>
Makes Connections Between Work and Needs of Community	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. <input type="checkbox"/>
6 Demonstrate Creativity and Innovation				
Demonstrates Originality and Inventiveness	Consistently demonstrates creativity in a variety of situations. <input type="checkbox"/>	Demonstrates creativity in many situations. <input type="checkbox"/>	Demonstrates creativity but does not always understand how to express it. <input type="checkbox"/>	Does not demonstrate creativity. <input type="checkbox"/>
Contributes New Ideas	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. <input type="checkbox"/>
7 Employ Valid and Reliable Research Strategies				
Accesses Information	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. <input type="checkbox"/>
Analyzes Critical Information	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. <input type="checkbox"/>
8 Utilize Critical Thinking to Make Sense of Problems and Persevere in Solving Them				
Resolves Problems that Arise in Completing Tasks	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. <input type="checkbox"/>
Maintains Focus to Completion of the Project	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. <input type="checkbox"/>
9 Model Integrity, Ethical Leadership, and Effective Management				
Acts Responsibly in the Interests of Others	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. <input type="checkbox"/>

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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.
10 Plan Education and Career Path Aligned to Personal Goals				
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.