


EMPLOYABILITY SKILLS

	Beginning (1)	Approaching (2)	Meets (3)	Mastery (4)
Reliability	<p>Description of identifiable characteristics reflecting a beginning level of performance</p> <p>Regularly misses class and/or deadlines. Cannot be relied upon to follow through on commitments</p>	<p>Description of identifiable characteristics reflecting development & movement toward acceptable performance</p> <p>Is inconsistently reliable. Attendance can be sporadic. Shows potential and initiative at times</p>	<p>Description of identifiable characteristics reflecting good performance</p> <p>Attendance and follow-through is consistent. Is self-motivated and can be relied upon regularly</p>	<p>Description of identifiable characteristics reflecting the highest level of performance</p> <p>Consistently contributes substantially to learning process by both showing up and by contributing at a high level</p>
Collaboration	<p>Overly independent without a conscious awareness of the benefits of team participation. Appears to be ego-driven</p>	<p>Is a cooperative team member, but requires motivation to collaborate and function at a higher level</p>	<p>Actively participates well in a team environment. Shows initiative and develops win/win solutions</p>	<p>Functions at a very high level as a team player. Very skilled at team collaboration and handling team conflict/disagreement</p>
Communication	<p>Pays attention and responds when called upon</p>	<p>Offers "safe" answers to simple questions and occasionally volunteers a response</p>	<p>Communicates effectively most of the time (verbally & non-verbally). Actively listens to others without interruption</p>	<p>Skilled at creating an environment that encourages the flow of information. Writing conveys both substance & intent with high accuracy</p>
Respect	<p>Uses generally disrespectful language and demonstrates blatant discourtesy to others</p>	<p>Occasionally disrespectful to others</p>	<p>Demonstrates respect for others regularly. Exhibits honesty with both themselves and others</p>	<p>Always respects the rights, ideas, and opinions of other. Encourages others to express viewpoints without judgment</p>
Professionalism	<p>A pattern of violating dress code. Does not take personal responsibility for appearance, behavior, or actions</p>	<p>Minor dress code infractions and overall issues with professionalism</p>	<p>Dresses appropriately for this environment. Responds professionally in challenging environments</p>	<p>Accepts full responsibility for appearance, behavior, and actions. Exhibits self-control by dealing calmly and effectively to challenging situations</p>
Attitude	<p>Regularly displays negative attitude. Difficult to work with by being pessimistic, self-centered, and/or discouraging</p>	<p>Attitude occasionally fluctuates between positive/encouraging to negative/pessimistic</p>	<p>Makes a positive impression on those around them. Creates and sustains an attitude that encourages others to do their best.</p>	<p>Demonstrates a positive and encouraging attitude even in the face of adversity. Shows empathy and compassion towards others</p>
Problem Solving	<p>Does not attempt to identify, describe, or solve the problem</p>	<p>Student primarily depends on others to solve problems and identify possible solutions</p>	<p>Finds multiple ways to solve a problem and share the strengths and weaknesses of a solution with a variety of audiences</p>	<p>Student is a leader who can plan and organize work, reason and make objective judgments, and keep their mind on several parts of their job</p>

*In cooperation with the Rogue Valley Business Education Partnership (BEP)