

# WORKPLACE READINESS SKILLS

## RUBRIC

### Directions:

Virginia’s 21st Century Workplace Readiness Skills are personal qualities, people skills, and professional traits that are necessary for employment success. To assess the student, for each skill description select the performance category that best describes the student’s performance level in the classroom and in work-based learning experiences in school and the community. After completing the rubric, analyze the results to determine the student’s strengths and areas of instructional needs. Use this information to plan instruction, provide opportunities for practice, and reassess for growth.

### Performance Levels:

- 5** Can teach peers
- 4** Can perform independently with or without accommodations
- 3** Can perform with limited supervision
- 2** Can perform with supervision
- 1** Cannot perform

Skill Category	Skill Description	5 Teach Peers	4 Perform Independently	3 Limited Supervision	2 Supervised	1 Cannot Perform
1 Creativity and Innovation	Employs creativity	Teaches others to employ creativity	Independently employs creativity	Needs limited supervision to employ creativity	Needs supervision to employ creativity	Does not employ creativity
	Employs a new or inventive approach (ideas, strategies) to solve problems in the workplace	Teaches others to employ resourcefulness	Independently employs resourcefulness	Needs limited supervision to employ resourcefulness	Needs supervision to employ resourcefulness	Does not employ resourcefulness

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2 Critical Thinking and Problem Solving	Identifies problems	Teaches others to identify problems	Independently identifies problems	Needs limited supervision to identify problems	Needs supervision to identify problems	Does not identify problems
	Evaluates potential solutions	Teaches others to evaluate potential solutions	Independently evaluates potential solutions	Needs limited supervision to evaluate potential solutions	Needs supervision to evaluate potential solutions	Does not evaluate potential solutions
3 Initiative and Self-direction	Independently looks for ways to accomplish tasks	Teaches others to look for ways to accomplish tasks	Independently looks for ways to accomplish tasks	Needs limited supervision to look for ways to accomplish tasks	Needs supervision to look for ways to accomplish tasks	Does not look for ways to accomplish tasks
4 Integrity	Abides by workplace policies and laws	Teaches others to abide by workplace policies and laws	Independently abides by workplace policies and laws	Needs limited supervision to abide by workplace policies and laws	Needs supervision to abide by workplace policies and laws	Does not abide by workplace policies and laws
	Demonstrates honesty	Teaches others to demonstrate honesty	Independently demonstrates honesty	Needs limited supervision to demonstrate honesty	Needs supervision to demonstrate honesty	Does not demonstrate honesty
	Demonstrates respect	Teaches others to demonstrate respect in all interactions	Independently demonstrates respect	Needs limited supervision to demonstrate respect	Needs supervision to demonstrate respect	Does not demonstrate respect
5 Work Ethic	Reports to work on time	Teaches others to report to work every day on time	Independently reports to work on time	Needs limited supervision to report to work on time	Needs supervision to report to work on time	Does not report to work on time
	Is willing to take direction	Teaches others to take directions	Independently takes directions	Needs limited supervision to take directions	Needs supervision to take directions	Does not take directions

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6 <b>Conflict Resolution</b>	Negotiates diplomatic solutions to workplace issues	Teaches others to negotiate diplomatic solutions to workplace issues	Independently negotiates diplomatic solutions to workplace issues	Needs limited supervision to negotiate diplomatic solutions to workplace issues	Needs supervision to negotiate diplomatic solutions to workplace issues	Does not negotiate diplomatic solutions to workplace issues
7 <b>Listening and Speaking</b>	Listens attentively	Teaches others to listen attentively	Independently listens attentively	Needs limited supervision to listen attentively	Needs supervision to listen attentively	Does not listen attentively
	Asks questions to clarify meaning	Teaches others to ask questions to clarify meaning	Independently asks questions to clarify meaning	Needs limited supervision to ask questions to clarify meaning	Needs supervision to ask questions to clarify meaning	Does not ask questions to clarify meaning
8 <b>Respect for Diversity</b>	Works collaboratively with others of diverse backgrounds, viewpoints, and experiences	Teaches others how to work collaboratively with others of diverse backgrounds, viewpoints, and experiences	Independently works collaboratively with others of diverse backgrounds, viewpoints, and experiences	Needs limited supervision to work collaboratively with others of diverse backgrounds, viewpoints, and experiences	Needs supervision to work collaboratively with others of diverse backgrounds, viewpoints, and experiences	Does not work collaboratively with others of diverse backgrounds, viewpoints, and experiences
9 <b>Customer Service Orientation</b>	Provides thoughtful, courteous, and knowledge service	Teaches others how to provide thoughtful, courteous, and knowledgeable service	Independently provides thoughtful, courteous, and knowledgeable service	Needs limited supervision to provide thoughtful, courteous, and knowledgeable service	Needs supervision to provide thoughtful, courteous, and knowledgeable service	Does not provide thoughtful, courteous, and knowledgeable service
10 <b>Teamwork</b>	Shares responsibility for collaborative work	Teaches others how to share responsibility for collaborative work	Independently shares responsibility for collaborative work	Needs limited supervision to share responsibility for collaborative work	Needs supervision to share responsibility for collaborative work	Does not share responsibility for collaborative work

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<b>11</b> <b>Big Picture Thinking</b>	Understands one's role in fulfilling the mission of the workplace	Teaches others how to understand one's role in fulfilling the mission of the workplace	Independently understands one's role in fulfilling the mission of the workplace	Needs limited supervision to understand one's role in fulfilling the mission of the workplace	Needs supervision to understand one's role in fulfilling the mission of the workplace	Does not understand one's role in fulfilling the mission of the workplace
<b>12</b> <b>Career and Life Management Skills</b>	Plans personal and professional development goals related to education, career, finances, and health	Teaches others how to plan personal and professional development goals related to education, career, finances, and health	Independently plans personal and professional development goals related to education, career, finances, and health	Needs limited supervision to plan personal and professional development goals related to education, career, finances, and health	Needs supervision to plan personal and professional development goals related to education, career, finances, and health	Does not plan personal and professional development goals related to education, career, finances, and health
<b>13</b> <b>Continuous Learning and Adaptability</b>	Accepts constructive feedback well	Teaches others how to accept constructive feedback well	Independently accepts constructive feedback well	Needs limited supervision to accept constructive feedback well	Needs supervision to accept constructive feedback well	Does not accept constructive feedback well
	Makes necessary adjustments based on feedback received	Teaches others how to make necessary adjustments based on feedback received	Independently makes necessary adjustments based on feedback received	Needs limited supervision to make necessary adjustments based on feedback received	Needs supervision to make necessary adjustments based on feedback received	Does not make necessary adjustments based on feedback received
	Continually develops professional skills and knowledge to adjust to changing job requirements	Teaches others how to continually develop professional skills and knowledge to adjust to changing job requirements	Independently develops professional skills and knowledge to adjust to changing job requirements	Needs limited supervision to develop professional skills and knowledge to adjust to changing job requirements	Needs supervision to develop professional skills and knowledge to adjust to changing job requirements	Does not develop professional skills and knowledge to adjust to changing job requirements

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14 Efficiency and Productivity	Plans and prioritizes work goals to manage time and resources effectively	Teaches others how to prioritize work goals to manage time and resources effectively	Independently prioritizes work goals to manage time and resources effectively	Needs limited supervision to prioritize work goals to manage time and resources effectively	Needs supervision to prioritize work goals to manage time and resources effectively	Does not prioritize work goals to manage time and resources effectively
15 Information Literacy	Locates and uses information effectively to accomplish work-related tasks	Teaches others how to use information effectively to accomplish work-related tasks	Independently uses information effectively to accomplish work-related tasks	Needs limited supervision to use information effectively to accomplish work-related tasks	Needs supervision to use information effectively to accomplish work-related tasks	Does not use information effectively to accomplish work-related tasks
16 Information Security	Understands and utilizes basic internet and email safety	Teaches others how to understand and utilize basic Internet and email safety	Independently understands and utilizes basic Internet and email safety	Needs limited supervision to understand and utilize basic Internet and email safety	Needs supervision to understand and utilize basic Internet and email safety	Does not understand or utilize basic Internet and email safety
17 Information Technology	Maintains a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions	Teaches others how to maintain a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions	Independently maintains a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions	Needs limited supervision to maintain a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions	Needs supervision to maintain a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions	Does not maintain a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions
18 Job-specific Tools	Knows how to safely use industry-specific tools and machines to complete job tasks effectively	Teaches others how to safely use industry-specific tools and machines to complete job tasks effectively	Independently knows how to safely use industry-specific tools and machines to complete job tasks effectively	Needs limited supervision to safely use industry-specific tools and machines to complete job tasks effectively	Needs supervision to safely use industry-specific tools and machines to complete job tasks effectively	Does not know how to safely use industry-specific tools and machines to complete job tasks effectively

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19 Mathematics	Applies mathematical skills to complete tasks as necessary	Teaches others how to apply mathematical skills to complete tasks as necessary	Independently applies mathematical skills to complete tasks as necessary	Needs limited supervision to apply mathematical skills to complete tasks as necessary	Needs supervision to apply mathematical skills to complete tasks as necessary	Does not apply mathematical skills to complete tasks as necessary
20 Professionalism	Meets organizational expectations regarding work schedule and attendance	Teaches others how to meet organizational expectations regarding work schedule and attendance	Independently meets organizational expectations regarding work schedule and attendance	Needs limited supervision to meet organizational expectations regarding work schedule and attendance	Needs supervision to meet organizational expectations regarding work schedule and attendance	Does not meet organizational expectations regarding work schedule and attendance
	Meet organizational expectations regarding behavior	Teaches others how to meet organizational expectations regarding behavior	Independently meets organizational expectations regarding behavior	Needs limited supervision to meet organizational expectations regarding behavior	Needs supervision to meet organizational expectations regarding behavior	Does not meet organizational expectations regarding behavior
	Meets organizational expectations regarding appearance	Teaches others to meet organizational expectations regarding appearance	Independently meets organizational expectations regarding appearance	Needs limited supervision to meet organizational expectations regarding appearance	Needs supervision to meet organizational expectations regarding appearance	Does not meet organizational expectations regarding appearance
	Meets organizational expectations regarding communication	Teaches others how to meet organizational expectations regarding communication	Independently meets organizational expectations regarding communication	Needs limited supervision to meet organizational expectations regarding communication	Needs supervision to meet organizational expectations regarding communication	Does not meet organizational expectations regarding communication

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21 Reading and Writing	Reads and interprets workplace documents	Teaches others how to read and interpret workplace documents	Independently reads and interprets workplace documents	Needs limited supervision to read and interpret workplace documents	Needs supervision to read and interpret workplace documents	Does not read and interpret workplace documents
	Writes effectively in the workplace	Teaches others how to write effectively in the workplace	Independently writes effectively in the workplace	Needs limited supervision to write effectively in the workplace	Needs supervision to write effectively in the workplace	Does not write effectively in the workplace
22 Workplace Safety	Maintains a safe work environment by adhering to safety guidelines	Teaches others how to maintain a safe work environment by adhering to safety guidelines	Independently maintains a safe work environment by adhering to safety guidelines	Needs limited supervision to maintain a safe work environment by adhering to safety guidelines	Needs supervision to maintain a safe work environment by adhering to safety guidelines	Does not maintain a safe work environment by adhering to safety guidelines

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