

WORKPLACE EXPECTATIONS RUBIC

ATTITUDE	<u>BE POSITIVE</u> Eager to learn Eager to work Eager to think Willingness to interact	UNEMPLOYABLE	EMPLOYABLE	HIGHLY SOUGHT OUT CANDIDATE
		<input type="checkbox"/> Has been repeatedly reminded to have a positive attitude with classmates, instructors and guests <input type="checkbox"/> With frequent prompting, student will engage in some activities, assignments and labs <input type="checkbox"/> Rarely contributes in a positive way in a group of peers, with instructors and classroom guests	<input type="checkbox"/> Generally displays a positive attitude with classmates, instructors and visitors <input type="checkbox"/> Student will engage in all activities, assignments and labs <input type="checkbox"/> Frequently contributes in a positive way in a group of peers, with instructors and classroom guests	<input type="checkbox"/> Always displays a positive attitude to classmates, instructors and visitors <input type="checkbox"/> Shows an eagerness to embrace all activities, assignments and labs <input type="checkbox"/> Constantly contributes in a positive way in a group of peers, with instructors and classroom guests <input type="checkbox"/> Demonstrates leadership in learning
RELIABLE	<u>BE ON TIME</u> Attendance Punctuality	UNEMPLOYABLE	EMPLOYABLE	HIGHLY SOUGHT OUT CANDIDATE
		<input type="checkbox"/> Not present daily <input type="checkbox"/> Exceeds professional leave <input type="checkbox"/> Does not communicate about absenteeism <input type="checkbox"/> Tardy repeatedly	<input type="checkbox"/> Present daily <input type="checkbox"/> Does not exceed professional leave <input type="checkbox"/> On time <input type="checkbox"/> Communicates about absenteeism	<input type="checkbox"/> Present daily <input type="checkbox"/> Minimally uses professional leave <input type="checkbox"/> On time <input type="checkbox"/> Communicates about absenteeism
RESPONSIBLE	<u>BE SAFE</u> PPE Practice Procedures	UNEMPLOYABLE	EMPLOYABLE	HIGHLY SOUGHT OUT CANDIDATE
		<input type="checkbox"/> Has been redirected about safety practices and procedures <input type="checkbox"/> Needs reminding to follow proper PPE requirements	<input type="checkbox"/> Uses proper PPE at all times <input type="checkbox"/> Properly uses and disposes of hazards <input type="checkbox"/> Has met proficiency on safety training assessments	<input type="checkbox"/> Promotes safe practices with peers <input type="checkbox"/> Uses proper PPE at all times <input type="checkbox"/> Properly uses and disposes of hazards <input type="checkbox"/> Exceeds proficiency on safety training assessments
PROFESSIONAL	<u>BE PREPARED</u> Technology use Focused effort Solution oriented Manner of dress	UNEMPLOYABLE	EMPLOYABLE	HIGHLY SOUGHT OUT CANDIDATE
		<input type="checkbox"/> Has been redirected multiple times for misuse of technology <input type="checkbox"/> Does not focus on problem-solving <input type="checkbox"/> Rarely puts forth best effort for assignments and tasks <input type="checkbox"/> Not dressed appropriately	<input type="checkbox"/> Uses technology in an appropriate manner, as per teacher instructions <input type="checkbox"/> Focuses on problem-solving <input type="checkbox"/> Puts forth best effort for almost every assignment and task <input type="checkbox"/> Dresses appropriately	<input type="checkbox"/> Uses technology in an appropriate manner <input type="checkbox"/> Clarifies problems and finds solutions <input type="checkbox"/> Puts forth best effort above and beyond for assignment and task <input type="checkbox"/> Dresses professionally
INITIATIVE	<u>BE VALUABLE</u> For classroom environment Task-oriented Managing of time Flexible/adaptable	UNEMPLOYABLE	EMPLOYABLE	HIGHLY SOUGHT OUT CANDIDATE
		<input type="checkbox"/> Repeatedly prompted to keep classroom and lab neat, clean and orderly <input type="checkbox"/> Repeatedly reminded to stay on task <input type="checkbox"/> Does not manage time	<input type="checkbox"/> Keeps classroom and lab neat, clean and orderly <input type="checkbox"/> Has been reminded to stay on task <input type="checkbox"/> Generally manages time	<input type="checkbox"/> Keeps classroom and lab neat, clean and orderly <input type="checkbox"/> Stays on task without prompting <input type="checkbox"/> Encourages others or prompts others to stay on task <input type="checkbox"/> Manages time consistently
RESPECT	<u>BE HONEST</u> Honesty Communication Recognizes authority Conforms to class policies	UNEMPLOYABLE	EMPLOYABLE	HIGHLY SOUGHT OUT CANDIDATE
		<input type="checkbox"/> Has been reprimanded for inappropriate language or non-compliance of professional procedures and standards	<input type="checkbox"/> Honest and trustworthy <input type="checkbox"/> Uses appropriate language <input type="checkbox"/> Follows procedures and protocols	<input type="checkbox"/> Honest and trustworthy <input type="checkbox"/> Uses professional language <input type="checkbox"/> Always follows procedures and protocols <input type="checkbox"/> Earns respect of peers
INTEGRITY	<u>BE TRUSTWORTHY</u> Toward instructor Toward class mates Appreciative Customer-service oriented	UNEMPLOYABLE	EMPLOYABLE	HIGHLY SOUGHT OUT CANDIDATE
		<input type="checkbox"/> Rarely uses respectful, courteous, and helpful language in dealing with classmates, instructors and visitors <input type="checkbox"/> Does not respect supplies, equipment and property	<input type="checkbox"/> Frequently uses respectful, courteous and helpful language in dealing with classmates, instructors and visitors <input type="checkbox"/> Properly uses supplies, equipment and property	<input type="checkbox"/> Always uses respectful, courteous and helpful language in dealing with peers, instructors and guests <input type="checkbox"/> Represents class and school with high ethical standards <input type="checkbox"/> Has a high regard for supplies, equipment and property