Employability Proficiency Scale 2014-2015

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| **Indicators** | 4  Consistently Exceeds Expectations | 3  Consistently Meets Expectations | 2  Inconsistently Meets Expectations | 1  Does Not  Meet  Expectations |
| **Participation**  Contributes to class discussion;  Is an active learner | Routinely shares information or ideas when participating in small or large group discussions. Is a definite leader who exhibits consistent effort. | Often shares ideas or information in class. Often displays leadership qualities in class. | Listens to class discussions and activities, unreliable in contributing to class | Rarely participates in class discussions. In groups, relies on others to perform work. |
| **Preparedness**  Is on time; has materials ready for class | Always arrives to class on time and ready to learn. | Is almost always on time to class and usually is ready to learn. | Has some tardies. Sometimes forgets materials or has to be reminded that class is starting. | Often forgets materials or arrives late to class. Rarely is ready to learn when the bell rings. |
| **Work Completion**  Work is completed neatly and on time | Constantly turns in work early or on time. Is evident that time and care went into the work. Goes above and beyond in terms of neatness and assignment requirements. | Is punctual in turning in assignments and consistently meets the stated requirements. Final product completed with neatness in mind. | Mostly turns work in on time with some deviations from stated assignment requirements. Minimal consideration given to neatness. | Often is late in turning in assignments. Key components of assignments missing. Neatness nowhere to be found. |
| **Follows Classroom Expectations** | Is consistently on task and focused on the task at hand. Is self directed. Has a positive attitude toward class activities. | Focuses on the task at hand and what needs to be done most of the time. Works independently effectively. Has a positive attitude more often than not. | Often focuses on the task at hand, but at times requires reminders to get back to work. Usually has a positive attitude. | Often unfocused and needs many reminders in order to complete the task. Often has a negative attitude. |