Project Skills Evaluation Rubric
Work Related Behaviors

Students Name _____ **Work Site** _____

Evaluator name & title _____ **Date** _____

Score

Social Behavior	_____ /24	____ %
Communication	_____ /20	____ %
Appearance	_____ /8	____ %
Reliability	_____ /8	____ %
Job Performance	_____ /32	____ %

TOTAL _____ /92 ____ %

DEPARTMENT OF HUMAN SERVICES

Social Behavior

Criteria	1	2	3	4
Handles Stress (When Stressed -)	*can't work *verbal/non-verbal outbursts *disruptive	*hard to work *responds poorly to prompts/intervention *verbal/non-verbal reactions	*difficulty staying on task *prompts help focus *verbal/non-verbal reactions	*works productively *few verbal/non-verbal reactions
Makes Eye Contact	*rarely looks at others during conversation *less than 50% of time	*looks at others during conversation *50-70% of time	*looks at others during conversation *70-90% of time	*looks at other during conversation *90-100% of time
Refrains from Unnecessary Social Interaction	*consistent talk during work *can't work productively	*talks often *interrupts work *doesn't respond to prompts/reminders	*talks 2-3 times/day *situations appropriate *can return to task	*Doesn't talk *less than 1 time a day
Admits Mistakes	*denies making mistakes *refuses to correct	*refuses to correct *poor verbal/non-verbal reaction to correction	*poor verbal/nonverbal reaction to correction *corrects mistake 70-90% of time	*responds positively to correction *corrects mistake 90-100% of time
Accepts Praise	*childish acceptance *inappropriate response	*accepts *depends on praise to work productively	*accepts *motivated by it *intermittent schedule *works 70-90% of time	*accepts *intrinsic motivation *90-100% of time *continues working with/without praise
Polite & Cooperative	*often rude *at least 50% of time *verbal/nonverbal (e.g. sigh, sass, roll eyes, curse) *doesn't work well with others	*cooperates 50-70% of time *follows instructions *pleasant & positive *practices teamwork	*cooperates 70-90% of time *follows instructions *pleasant & positive *practices teamwork	*cooperates 90-100% of time *courteous & friendly with everyone *follow culture of host business

Communication

Criteria	1	2	3	4
Listens & Pays Attention	*ignores feedback/directions *impacts work more than 50% of time *does not improve after direction	*50-70% of time *ignore feedback often *does not improve after direction	*70-90% of time *sometimes improve after direction for improvement	*90-100% of time *improve after direction
Expresses Personal Needs	*less than 50% or time *cannot express needs *negatively affects performance/behavior	*trouble expressing personal needs *appropriate 50-70% of time *often affects performance/behavior	*appropriate way and time 70-90% of time *sometimes affects work performance/behavior	*appropriate way and time 90-100% of time *positively affects work performance/behavior
Respects Rights & Privacy of Others (Maintains Body Space, confidentiality, doesn't interrupt)	*less than 50% of time *rights & privacy of others rarely considered	*50-70% of time *rights & privacy of others affected negatively	*70-90% of time *rights & privacy of others considered frequently	*90-100% of time *considerate of rights & privacy of all
Seeks Help or Clarification When Needed	*inappropriate times *less than 50% of time *doesn't ask *doesn't find own solutions	*appropriate times *50-70% of time *some problem solving & independent work skills	*appropriate times *70-90% of time *problem solving & independent work skills apparent	*appropriate times *90-100% of time *self-reliant and independent problem solving
Communicates Adequately (Speaks up re. issues & needs, asks questions)	*understood less than 50% of time *uses verbal or non-verbal communication	*understood 50-70% of time *verbal & non-verbal communication	*understood 70-90% of time *verbal & non-verbal communication	*understood 90-100% of time *verbal & non-verbal communication

Reliability

Criteria	1	2	3	4
Punctuality (On Time, comes ready to work & leaves on time)	*little respect for time *late 6 or more times	*struggles to follow time *4-5 late arrivals	*almost always *2-3 late arrivals	*consistently reliable *0 or 1 late arrival
Attendance	*10 days or more	*5-9 days	*2-4 days	*0 or 1 day

Appearance

Criteria	1	2	3	4
Grooming (Clean Hair, clothes & follows dress code)	*less than 50% of time (hair/ clothes/ code)	*50-70% of time (hair/ clothes/ code)	*70-90% of time (hair/ clothes/ code)	*90-100% of time (hair/ clothes/ code)
Hygiene (Daily Bath/Shower, hair combed, teeth brushed, deodorant, medication)	*less than 50% of time *body hygiene *responsible for meds	*50-70% of time *body hygiene *responsible for meds	*70-90% of time *body hygiene *responsible for meds	*90-100% of time *body hygiene *responsible for meds

Job Performance

Criteria	1	2	3	4
Follows Directions	*less than 50% of time	*50-70% of time	*70-90% of time	*90-100% of time
Follows Rules & Regulations	*less than 50% of time	*50-70% of time	*70-90% of time	*90-100% of time
Attends to Task	*less than 50% of time *difficulty attending *very inconsistent	*50-70% of time *frequent breaks *lack of consistency	*70-90% of time *few breaks	*90-100% of time *stick to task *only scheduled break
Work Quality (Standards Met & with accuracy)	*less than 50% of time * standards not met	*50-70% of time * standards met infrequently	*70-90% of time * standards often met	*90-100% of time *standards met consistently
Work Quantity (Pace & Productivity)	*less than 50% of goal	*50-70% of goal	*70-90% of goal	*90-100% of goal
Initiative (Asks for more & looks for more)	*less than 50% of time *doesn't ask for work *doesn't look for work	*50-70% of time *sometimes asks for work *sometimes finds work independently	*70-90% of time *often asks for work *often finds work independently	*90-100% of time *asks for work *finds work independently
Teamwork (Does fair share, cooperates, respectful, encouraging)	*less than 50% of time	*50-70% of time	*70-90% of time	*90-100% of time
Follows Chain of Command	*less than 50% of time *doesn't know who to ask	*50-70% of time *little understanding of chain	*70-90% of time *goes to appropriate person *basic understanding	*90-100% of time *goes to appropriate person *understands chain