



Evaluate Workplace Skills: Employability Rubric

Employability skills are essential for success in the workplace. Here's a simple rubric to evaluate workplace skills and assess an individual's employability. This rubric can be used for self-assessment or by employers to evaluate potential candidates or employees:

*Each criterion is rated on a scale from 1 to 5, with 1 being the lowest and 5 being the highest.

Rating	Employability Skills
Scale: 1-5	Choose the appropriate rating, and write the # in the left column.
	<p>Communication Skills</p> <ol style="list-style-type: none"> 1) Consistently struggles to convey ideas or information effectively. 2) Often requires clarification when communicating. 3) Communicates adequately but lacks polish. 4) Communicates clearly and effectively in most situations. 5) Exceptional communication skills, both written and verbal.
	<p>Teamwork and Collaboration</p> <ol style="list-style-type: none"> 1) Rarely cooperates with colleagues, often causing conflicts. 2) Seldom contributes positively to group efforts. 3) Works well in some team situations but not consistently. 4) Collaborates effectively and contributes to group success. 5) Exceptional team player, always promoting cooperation and synergy.
	<p>Adaptability</p> <ol style="list-style-type: none"> 1) Resistant to change, struggles to adapt to new situations. 2) Slow to adapt, sometimes resists new ideas. 3) Generally open to change but may require guidance. 4) Quickly adapts to new challenges and embraces change. 5) Thrives in dynamic environments, readily embraces change.
	<p>Problem-Solving</p> <ol style="list-style-type: none"> 1) Rarely attempts to solve problems, often seeks help. 2) Struggles with basic problem-solving tasks. 3) Competently addresses some problems but not all. 4) Effective problem solver, identifies and resolves issues. 5) Exceptional problem-solving skills, consistently finds innovative solutions.
	<p>Time Management</p> <ol style="list-style-type: none"> 1) Consistently misses deadlines and is disorganized. 2) Often struggles to prioritize tasks effectively. 3) Generally manages time well but occasionally falls behind. 4) Excellent time management, meets deadlines consistently. 5) Exceptional time management skills, highly organized and efficient.

	<p>Work Ethic</p> <ol style="list-style-type: none"> 1) Frequently lacks motivation and dedication. 2) Occasionally displays a strong work ethic. 3) Consistently meets expectations but rarely exceeds them. 4) Demonstrates a strong commitment to quality work. 5) Exceptional work ethic, consistently goes above and beyond.
	<p>Professionalism</p> <ol style="list-style-type: none"> 1) Often exhibits unprofessional behavior. 2) Occasionally lacks professionalism. 3) Generally acts professionally but may slip at times. 4) Maintains a high level of professionalism consistently. 5) Exemplifies professionalism in all interactions and situations.
	<p>Total = add all points</p>

Overall Employability Score: _____ /35

- 7-15: Low Employability
- 16-24: Moderate Employability
- 25-30: High Employability
- 31-35: Exceptional Employability

This rubric provides a straightforward way to assess and discuss employability skills. Scores can be used for self-improvement or for making informed decisions about hiring and professional development.