

Lesson 1: Overview of the Job Performance Rubric
and UPGRADE Instruction

Introduction to Soft Skills

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Objectives

I can state why the job performance rubric is important.

I can identify the rating scale of the job performance rubric.

I can identify the parts of UPGRADE instruction.



Job Performance Rubric

	EXCELLENT 4	STRONG 3	GOOD 2	POOR 1
	Always	Usually	Needs to Improve	Does not Try
Attitude and Cooperation	Shows respect ; Accepts constructive criticism ; Shows initiative ; Cooperates with others	Respectful ; Accepts constructive criticism ; Shows initiative ; Cooperates with others	Being respectful ; Accepting constructive criticism ; Showing initiative ; Cooperation with others	Disrespectful ; Refuses to listen to feedback; Makes excuses; Has to be told to get started; Poor cooperation
Reliability	Reliable with perfect attendance; Neat, clean, and prepared ; On time and begins promptly	Reliable with good attendance; Neat, clean, and prepared ; On time and begins promptly	Being reliable and attendance ; Being prepared ; Beginning promptly	Inconsistent tardies and attendance; Unprepared to work; Poor hygiene; Needs reminders to get started
Productivity and On-Task	An independent worker; Stays focused ; Stays on-task ; Works at a steady pace	An independent worker and stays focused ; Stays on-task ; Works at an average pace	Working independently ; Staying focused and on-task ; Working at a consistent pace	Does not try to be independent ; Not focused ; Off task; Works at a slow pace
Quality of Work	Checks quality ; Shows pride ; Works diligently ; Completes work correctly	Checks quality ; Shows pride ; Works diligently ; Completes work correctly with few prompts	Checking quality ; Showing pride ; Working diligently ; Completing work correctly with little help	Doesn't work diligently or check quality of work; No pride shown; Incomplete work
Teamwork and Communication	Show teamwork by offering help/advice; Communicates appropriately; Polite and courteous; Follows rules with integrity	Displays teamwork by offering help/advice; Communicates appropriately; Polite and courteous; Follows rules with integrity	Showing teamwork by offering help/advice; Communication ; Being polite and courteous; Following rules with integrity	Does not try to communicate appropriately or work as a team ; is not polite or courteous; shows no integrity in following rules



Why Is This Important For Employees?



Reason #1

It can help you get a job in the future.





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Reason #2

They are all skills employers want employees to have.

Attitude and Cooperation

Reliability

Productivity and On-Task

Quality of Work

Teamwork and Communication



Student Daily Evaluation

Compare student performance to performance expectations of a regular employee using the following rating scale.

- 1: Does not meet expectations or is well below the standards of a regular employee
- 2: Not quite up to the standards and expectations of a regular employee
- 3: Inconsistently meet standards and expectations of a regular employee
- 4: Consistently meets the standards and expectations of a regular employee

Job Site:

Student Names:

Prompts

Notes

Attitude and Cooperation

Shows **respect** for self, others, and work

Willingly accepts **constructive criticism**

Shows **initiative** and motivation

Has a good attitude toward learning and performing work while **cooperating** with others

Reliability

Reliable with acceptable attendance

Prepared and dressed appropriately, appears clean and neat, and has good hygiene

On time and **begins promptly** upon arrival

Productivity and On-Task

Works **independently** without assistance, reassurance, or reminders

Stays **focused** and attentive

Stays **on-task** and only stops for scheduled breaks

Works at a **pace** comparable to other employees

Quality of Work

Checks **quality** of work before finishing independently

Takes **pride** in work

Works **diligently** and pays attention

Work is **completed** to job specifications

Teamwork and Communication

Shows **teamwork** by offering help/advice as needed

Interacts and **communicates** respectfully with coworkers, customers, or school staff

Is **polite** and courteous

Shows **integrity** by following all the rules of the job

Total Points Earned

Average Score

Numbers of Days Absent



Reason #3

These skills can help you keep a job once you have it.



Why Are These Skills Important?

Skills can help you get
a job in the future.

They are all skills employers
want employees to have.

They can help you keep
a job once you have it.



Scoring Guide

1 – Poor

2 – Good

3 – Strong

4 – Excellent



UPGRADE Instruction

	Strategy	Explanation
U	You evaluate yourself	You will evaluate your performance on the job rubric.
P	Professional evaluates you	Your supervisor will evaluate you on the rubric.
G	Graph	Graph the scores of both scores and compare them.
R	Restate	Restate your goal and determine if you met it.
A	Acknowledge	Acknowledge what you did well.
D	Decide	Decide what you can do better in order to meet your goal.
E	Execute	Execute improvements tomorrow to meet your goal.



**Do you think this is going
to help you become a
better employee when
you work at a job?**

