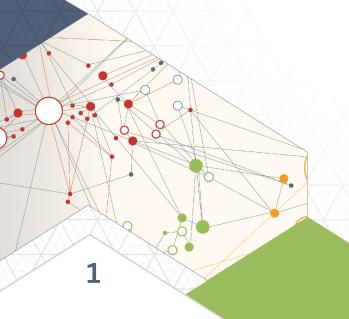
Lesson 1: Overview of the Job Performance Rubric and UPGRADE Instruction

Introduction to Soft Skills





Objectives

I can state why the job performance rubric is important.

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

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 dlligently ; 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
3	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.



		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	
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6	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	

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

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				



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



Explanation

You evaluate yourself

You will evaluate your performance on the job rubric.

Professional evaluates you

Your supervisor will evaluate you on the rubric.

Graph

Graph the scores of both scores and compare them.

Restate

Restate your goal and determine if you met it.

Acknowledge

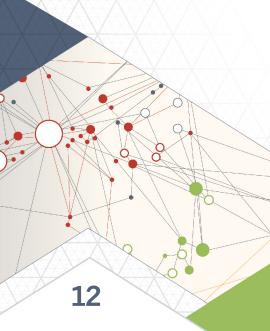
Acknowledge what you did well.

Decide

Decide what you can do better in order to meet your goal.

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?

