



Training Program Soft Skills Grading Rubric

Name of evaluator: _____

Student name: _____

Date of evaluation: _____

Skill	Score	Narrative
Teamwork	4 Exceeds expectations	<i>Consistently</i> acts as a leader or exemplary team member <i>Consistently</i> leads by example <i>Consistently</i> provides meaningful ideas in team(s) <i>Consistently</i> encourages and values all members and members' input <i>Consistently</i> seeks out and shares information from credible sources with team(s)
	3 Meets expectations	<i>Often</i> serves as a strong team member <i>Often</i> provides thoughtful ideas in team(s) <i>Often</i> values and encourages input from others <i>Often</i> seeks out information to share with team(s)
	2 Emerging expectations	<i>Sometimes</i> needs prompting to participate <i>Sometimes</i> provides thoughtful ideas in team(s) <i>Sometimes</i> values and encourages input from others <i>Sometimes</i> seeks out information to share with team(s)
	1 Below expectations	<i>Rarely or never</i> participates in team activities <i>Rarely or never</i> values and encourages input from others <i>Rarely or never</i> seeks out information to share with team(s)
Communication	4 Exceeds expectations	<i>Consistently</i> communicates in a professional manner <i>Consistently</i> communicates/follows up in a timely manner <i>Consistently</i> communicates in a clear manner <i>Consistently</i> demonstrates ability to communicate in multiple formats (E-mail, phone, face-to-face) <i>Consistently</i> demonstrates ability to communicate both verbally and non-verbally
	3 Meets expectations	<i>Often</i> communicates in a professional manner <i>Often</i> communicates/follows up in a timely manner <i>Often</i> communicates in a clear manner <i>Often</i> demonstrates ability to communicate in multiple formats (E-mail, phone, face-to-face) <i>Often</i> demonstrates ability to communicate both verbally and non-verbally
	2 Emerging expectations	<i>Sometimes</i> communicates in a professional manner <i>Sometimes</i> communicates/follows up in a timely manner <i>Sometimes</i> communicates in a clear manner <i>Sometimes</i> demonstrates ability to communicate in multiple formats (E-mail, phone, face-to-face) <i>Sometimes</i> demonstrates ability to communicate both verbally and non-verbally
	1 Below expectations	<i>Rarely or never</i> communicates in a professional manner <i>Rarely or never</i> communicates/follows up in a timely manner <i>Rarely or never</i> communicates in a clear manner <i>Rarely or never</i> demonstrates ability to communicate in multiple formats (E-mail, phone, face-to-face) <i>Rarely or never</i> demonstrates ability to communicate both verbally and non-verbally

Initiative	4 Exceeds expectations	<i>Consistently</i> demonstrates curiosity, interest in, and passion for learning <i>Consistently</i> engages in independent learning <i>Consistently</i> seeks assistance when needed <i>Consistently</i> exhibits readiness and enthusiasm for task at hand
	3 Meets expectations	<i>Often</i> demonstrates curiosity, interest in, and passion for learning <i>Often</i> engages in independent learning <i>Often</i> seeks assistance when needed <i>Often</i> exhibits readiness and enthusiasm for task at hand
	2 Emerging expectations	<i>Sometimes</i> demonstrates curiosity, interest in, and passion for learning <i>Sometimes</i> engages in independent learning <i>Sometimes</i> seeks assistance when needed <i>Sometimes</i> exhibits readiness and enthusiasm for task at hand
	1 Below expectations	<i>Rarely or never</i> demonstrates curiosity, interest in, and passion for learning <i>Rarely or never</i> engages in independent learning <i>Rarely or never</i> seeks assistance when needed <i>Rarely or never</i> exhibits readiness and enthusiasm for task at hand
Problem-Solving	4 Exceeds expectations	<i>Consistently</i> considers other ways of accomplishing the task at hand <i>Consistently</i> perseveres when facing challenges/obstacles <i>Consistently</i> demonstrates ability to think beyond the present task (long-term)
	Meets expectations	<i>Often</i> considers other ways of accomplishing the task at hand <i>Often</i> perseveres when facing challenges/obstacles <i>Often</i> demonstrates ability to think beyond the present task (long-term)
	2 Emerging expectations	<i>Sometimes</i> considers other ways of accomplishing the task at hand <i>Sometimes</i> perseveres when facing challenges/obstacles <i>Sometimes</i> demonstrates ability to think beyond the present task (long-term)
	1 Below expectations	<i>Rarely or never</i> considers other ways of accomplishing the task at hand <i>Rarely or never</i> perseveres when facing challenges/obstacles <i>Rarely or never</i> demonstrates ability to think beyond the present task (long-term)

Student's strengths:

Areas for growth:

** Evaluators: Please attach evidence/documentation/artifacts that speak to your rating on the 4 components above.

Adapted from "Grading Rubric – Soft Skills" Plymouth School District – Plymouth, WI