Rubrics for Workplace Competencies Evaluation

<table>
<thead>
<tr>
<th>Work Habits Point Total</th>
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**Calculate a score based on the following workplace competencies**

1. **Consistently demonstrates a positive attitude**
   - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

2. **Cooperates all of the time**
   - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

3. **Communicates well**
   - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

4. **Honest**
   - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

5. **Dependable**
   - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

6. **Recognizes problems and finds acceptable solutions**
   - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

7. **Concentrates**
   - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

8. **Produces quality work**
   - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

9. **Makes smart decisions**
   - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

10. **Always attends**
    - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

11. **Always punctual**
    - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

12. **Follows directions**
    - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

13. **Reads, writes, and calculates well**
    - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

14. **Shows leadership**
    - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

15. **Practice good grooming and dresses appropriately**
    - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

16. **Meets deadlines while producing quality**
    - Always (7) - Usually (5) - Sometimes (3) - Seldom (1) - Never (0)

**Student Name** ____________________________  **Date** ____________

**Course Title** ____________________________  **Grading Period** ____________