



# Soft Skills for Employability Chart



SKILL	5	4	3	2	1
<b>[1] Keeps appointments on time.</b>	Is <b>always</b> in attendance and on time. ( <i>no absences/tardies</i> )	is <b>consistently</b> in attendance and on time. ( <i>1 to 2 absences/tardies</i> )	is <b>usually</b> in attendance and on time. ( <i>2 to 3 absences/tardies</i> )	is <b>occasionally</b> in attendance and on time. ( <i>3 to 4 absences/tardies</i> )	Is <b>rarely</b> in attendance and on time. ( <i>more than 4 absences/tardies</i> )
<b>[2] Completes assignments on time.</b>	<b>Always</b> completes assignments on time.	<b>Consistently</b> completes assignments on time.	<b>Usually</b> completes Assignments on time.	<b>Occasionally</b> completes assignments on time.	<b>Rarely</b> completes Assignments on time.
<b>[3] Exhibits professionalism in the areas of communication and proper dress code.</b>	<b>Always</b> exhibits Professionalism.	<b>Consistently</b> exhibits Professionalism.	<b>Usually</b> exhibits Professionalism.	<b>Occasionally</b> exhibits Professionalism.	<b>Rarely</b> makes goal oriented decisions.
<b>[4] Works toward achieving individual and team goals.</b>	<b>Always</b> Makes goal-oriented decisions.	<b>Consistently</b> Makes goal-oriented decisions.	<b>Usually</b> makes goal-oriented decisions.	<b>Occasionally</b> makes goal-oriented decisions.	<b>Rarely</b> Makes goal-oriented decisions.
<b>[5] Adheres to the ethical use of technology in regards to property, privacy and appropriateness.</b>	<b>Always</b> adheres to the ethical use of technology.	<b>Consistently</b> adheres to the ethical use of technology.	<b>Usually</b> adheres to the ethical use of technology.	<b>Occasionally</b> adheres to the ethical use of technology.	<b>Rarely</b> adheres to the ethical use of technology.

“Employability Skills are those work habits valued by employers that increase individual and group productivity.”

**Skill Level of 25=100%**