

Professional Skills	Short Description	Longer Description	Beginning		Developing		Proficient	
Category	What does this look like?	What does this look like?	Rarely		Sometimes		Habitually	
Reliability / Dependability	I am someone that can be depended on in the workplace.	I am on time for class and transition between tasks without delay. My class materials are ready to go, completed on-time and are of high quality. When I say I will do something, I follow through.	4	5	6	7	8	9
Professionalism	I follow the expectations of my workplace environment.	I am dressed appropriately (i.e. uniform, PPE). I demonstrate situational awareness with a priority on safety and appropriate use of technology.	4	5	6	7	8	9
Collaboration	I work effectively with others in a variety of situations.	I prioritize the well-being of the group over my individual needs. I know when to lead and when to follow. I add value to the group as a whole. I am able to work through possible conflict effectively. I am someone with whom others want to work.	4	5	6	7	8	9
Communication	I am able to communicate effectively in a variety of situations.	I listen, speak, read, and write in alignment with appropriate situational norms: one-on-one, small groups, large groups, presentations, emails, etc. I demonstrate self-advocacy and communicate when necessary. My non-verbal cues (i.e. body language, facial expressions) are respectful and consistent with the message I want to deliver.	4	5	6	7	8	9
Respectfulness / Consideration	I treat everything and everyone with respect and do everything with integrity.	I am accepting of others, regardless of race, sexual orientation, religion, or other values. I assume best intentions of everyone. I treat everything with care. I make the effort to get to know and care for everyone. Everything I do is done ethically and with integrity.	4	5	6	7	8	9
Learner's Attitude / Growth Mindset	I engage in a mindset that allows me to reach my highest potential.	I take initiative and always give my best effort. I am persistent and resilient. I am able to take direction, as well as give/take constructive feedback. I continually reflect upon my successes, failures, and practice to improve my skill set/performance.	4	5	6	7	8	9