

## Soft Skills Assessment Rubric & Tools

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### Assessment Glossary:

**Direct assessment** can only be done by the expert, the evaluator, an outcome must be demonstrated—directly observing the skill  
Direct assessment is the most powerful form of authentic assessment

**Indirect Assessment** is any assessment that is not actually confirmed by the expert. A survey of student perceptions is an indirect assessment. The gap between expert and student in their perceptions is the opportunity for learning and growth of the student (and teacher). That's where teaching and learning improvement is made.

**Triangulation:** When you compare the direct assessment with the indirect assessment this provides a triangulation and then see the disparity.

**Closing the loop:** Make an improvement based upon the data analysis

An outcome of this exercise is that you're teaching students to be self-assessors, one of the most important skills of all time for their professional development. Ex: Student thinks earned an A, but really a C and they question the teacher.

### Soft Skills Rubric

	1-Below Expectations	2- Approaching Expectations	3-Meets Expectations	4-Exceeds Expectations
<b>Positive &amp; Professional Behavior</b>	<p>Is often disrespectful when speaking to others.</p> <p>Often forgets needed materials &amp; is rarely ready to work.</p>	<p>Does not always seem interested in others' comments.</p> <p>Sometimes needs to settle down before being ready to work.</p>	<p>Usually shows respect in speaking to others.</p> <p>Brings needed materials &amp; is usually ready to work.</p>	<p>Always shows respect in speaking to others &amp; welcomes others into the conversation.</p> <p>Brings needed materials &amp; is always ready to work.</p>
<b>Accountability &amp; Responsibility</b>	<p>Rarely focuses on the task &amp; what needs to be done.</p> <p>Lets others do the work. Comments never seem to connect to evidence.</p>	<p>Sometimes needs reminded to focus &amp; stay on task.</p> <p>Some comments are supported by evidence but some seem to be general statements of opinion.</p>	<p>Focuses on the task &amp; what needs to be done most of the time.</p> <p>Other group members can count on this person. Most comments are supported by evidence &amp; often follows through on assigned tasks.</p>	<p>Consistently stays focused on the task &amp; what needs to be done.</p> <p>Very self-directed.</p> <p>Comments are always supported by evidence &amp; always follows through on assigned tasks.</p>
<b>Time Management</b>	<p>Rarely completes projects by deadline.</p> <p>Has often adjusted deadlines &amp; responsibilities before project's completion.</p>	<p>Tends to procrastinate, but usually completes projects on time.</p> <p>Has had to adjust deadlines or work responsibilities before project's completion.</p>	<p>Usually uses time effectively but may have procrastinated on one component of the project.</p> <p>Does not have to adjust deadlines or work responsibilities due to procrastination.</p>	<p>Routinely uses time well to ensure projects are completed on time.</p> <p>Does not have to adjust deadlines or work responsibilities due to procrastination.</p>





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