

Employability Skills Rubric + Worksheet Pack

Printable for Students (Self-Assessment + Teacher Rubric)

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What's inside: student self-assessment • evidence prompts • teacher scoring rubric • 2-week improvement plan • reflection

Best for	Advisory • CTE • Work-based learning • Career readiness classes
How to use	5–7 min self-score → pick 1 goal → 10 min weekly practice → re-score
Skills scored	Communication • Reliability • Teamwork • Problem-solving • Professionalism • Initiative • Adapta
Output	Students leave with 1 clear improvement goal + evidence they can share in interviews

Student Self-Assessment (5–7 minutes)



Score yourself honestly. Then write one piece of evidence for your strongest and your growth area.

Skill	Needs Work	Developing	Strong	Excellent
Communication (clear speaking & listening)				
Reliability (on time, prepared, follow-through)				
Teamwork (collaboration and sharing responsibility)				
Problem-solving (noticing issues and taking action)				
Professionalism (attitude, manners, self-control)				
Initiative (starting tasks and taking ownership)				
Adaptability (handling change and learning fast)				
Growth mindset (responding well to feedback)				

My strongest skill + evidence (“I showed this when...”):	
My growth skill + evidence (“I want to improve because...”):	

Evidence Prompts (So You're Not Vague)

Use these sentence starters to turn a skill into a real example.

- I showed reliability when I...
- A problem I noticed was... I solved it by...
- A time I handled feedback well was...
- I showed teamwork when I...
- I communicated clearly by...
- I showed initiative when I...
- I adapted when...
- I acted professionally when...



My best example (write it here):	
How this helps in an interview:	

Teacher/Counselor Scoring Rubric (Fast)



Tip: score 3–4 skills only to keep this quick. Add 1 strength + 1 next step.

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Problem-solving (noticing issues and taking action)				
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Initiative (starting tasks and taking ownership)				
Adaptability (handling change and learning fast)				
Growth mindset (responding well to feedback)				

One thing the student did well:	
One thing to improve next time:	

2-Week Improvement Plan

Pick ONE skill. Practise it once per week for 10minutes.
Re-score at the end.

My skill to improve:	
Why this matters:	

Week	My practice (10 minutes)	How I'll know I improved
Week 1		
Week 2		

After 2 weeks: one thing I did well:	
One thing I will keep improving:	
My next step:	