



## 2021-22 JROTC EMPLOYABILITY SKILLS PERFORMANCE APPRAISAL

### Letter of recommendation and employability skills rubric:

The JROTC program is designed to teach high school students the value of citizenship, leadership, service to the community, personal responsibility, and a sense of accomplishment, while instilling in them self-esteem, teamwork, and self-discipline.

For JROTC participation to be counted as meeting the Employability Skills requirement for the Graduation Pathway Plan, the student must be **Meaningfully Engaged** in the activity, not just participating in the activity. The experience must promote deeper learning for the student beyond the classroom that builds leadership skills, such as teamwork, communication, problem solving, critical thinking, and citizenship. All of these skills are the foundational skills taught in JROTC.

**Student must have completed, at a minimum, two semesters in the JROTC program (Let 1)**

STUDENT NAME: \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

LET LEVEL: \_\_\_\_\_

JROTC EVALUATOR: \_\_\_\_\_

PARTICIPATION START DATE: \_\_\_\_\_ PARTICIPATION END DATE: \_\_\_\_\_

### RATING SCALE:

3 = Exceeds Standards	Skilled in demonstrating the performance/behaviors beyond what is expected
2 = Fully meets Standards	Consistently demonstrates the required performance/behaviors expected
1 = Below Standards	Performance/behaviors is below what is expected but student continued to participate
0 = Unsatisfactory	Student did not demonstrate required performance/behaviors

*Note: A rating of "Fully Meets Standards" does not signify an average performance but a consistently strong one. Therefore, the rating of "2" should be the most frequent rating.*

The Employability Skills rubric that follows is based on Indiana's Employability Skills Benchmarks. The JROTC Instructor will evaluate the student's employability skills learned and demonstrated through the student's participation in JROTC.

JROTC ACADEMIC YEAR SEMESTER GRADES		RATING
Use the student's last semester of participation in JROTC	Point Values:    A = 4    B = 3    C = 2    D = 1    F = 0	
Semester Grade Point Value =		
<b>Section Total</b>		<b>0</b>

LEADERSHIP - SOCIAL SKILLS - WORKPLACE SKILLS			RATING
SKILL COMPONENT	SKILL ATTRIBUTES: Examples of qualities and habits that the student might exhibit include...		
LEADERSHIP	<ul style="list-style-type: none"> <li>*Inspires, engages, and motivates others to be part of a team</li> <li>*Communicates a clear vision and brings people together around a common mission/goal</li> <li>*Helps team members identify their strengths and utilize their skills</li> <li>*Has concern for the task at hand and the people involved</li> <li>*Provides direction by ensuring each task is understood, supervised, and accomplished</li> <li>*Works effectively as a team leader with people of diverse backgrounds and abilities</li> </ul>		
TEAMWORK	<ul style="list-style-type: none"> <li>*Active participant who comes prepared and takes initiative to volunteer for assignments</li> <li>*Willing to share information, knowledge, experience, and responsibility for collaborative work</li> <li>*Good listener who can absorb, understand, and consider differing points of view from other people</li> </ul>		
PERSONAL SAFETY	<ul style="list-style-type: none"> <li>*Demonstrates personal safety and follows safety guideline and policies</li> <li>*Follows all JROTC and school established protocols, policies, procedures, rules, and guidelines</li> </ul>		
COMMUNICATION SKILLS	<ul style="list-style-type: none"> <li>*Demonstrates effective listening skills such as "active listening"</li> <li>*Asks appropriate questions for clarity and understanding</li> <li>*Articulates thoughts and ideas using oral, written, and nonverbal communication skills</li> <li>*Organizes messages/information in a logical and helpful manner</li> <li>*Uses respectful communication techniques</li> </ul>		
CONFLICT MANAGEMENT	<ul style="list-style-type: none"> <li>*Uses effective speaking strategies by expressing needs, feelings, and reasons</li> <li>*Uses active listening techniques by demonstrating empathy and respect for others</li> <li>*Negotiates to resolve or mediate conflict</li> </ul>		
<b>Section Total</b>			<b>0</b>
MINDSETS AND SELF-MANAGEMENT SKILLS			SKILLS
SKILL COMPONENT	SKILL ATTRIBUTES: Examples of qualities and habits that the student might exhibit include...		RATING
SELF CONFIDENCE	<ul style="list-style-type: none"> <li>*Understands own identity</li> <li>*Possesses a belief in own ability to contribute and succeed</li> </ul>		
CULTURAL COMPETENCE	<ul style="list-style-type: none"> <li>* Interacts effectively with diverse populations</li> <li>*Recognizes and values different perspectives</li> <li>*Seeks to understand and demonstrates respect for other cultures and ideals</li> </ul>		
SHOWS INITIATIVE & SELF-DIRECTION	<ul style="list-style-type: none"> <li>*Sets personal goals and priorities</li> <li>*Demonstrates self-motivation</li> <li>*Encourages/seek feedback from others about ways to improve and uses feedback for improvement</li> <li>*Engages in self-reflection to improve performance</li> </ul>		
WORK ETHIC & PROFESSIONALISM	<ul style="list-style-type: none"> <li>*Models behaviors that demonstrate self-discipline, reliability, and dependability</li> <li>*Follows through on commitments</li> <li>*Takes responsibility for actions and understands consequences of actions</li> <li>Manages time effectively</li> <li>*Punctual and maintains regular attendance</li> <li>*Maintains appropriate hygiene and dresses appropriately</li> </ul>		
STRESS MANAGEMENT	<ul style="list-style-type: none"> <li>*Demonstrates effective coping skills when faced with a problem</li> <li>*Performs under pressure and achieves goals</li> <li>*Demonstrates endurance and follow-through when faced with obstacles</li> </ul>		
<b>Section Total</b>			<b>0</b>

LEARNING STRATEGIES		SKILLS
SKILL COMPONENT	SKILL ATTRIBUTES: Examples of qualities and habits that the student might exhibit include...	RATING
JROTC LEARNING TO LEARN SKILLS	<ul style="list-style-type: none"> <li>*Completed a learning styles inventory and understands his or her learning style</li> <li>*Utilizes Thinking Maps to enhance learning</li> <li>*Applies a variety of reading and vocabulary strategies to enhance reading comprehension</li> <li>*Utilizes effective study habits for completing assignments, writing papers, and presentations</li> <li>*Prepared a Personal Goals statement and completed a Personal Skills Map and Portfolio</li> </ul>	
PLANNING AND MANAGEMENT	<ul style="list-style-type: none"> <li>*Exhibits effective organization and planning skills</li> <li>*Demonstrates high-quality work by reviewing the detailed aspects of work process and end products or services</li> <li>*Applies existing and emerging media and computer application skills</li> <li>*Involved with monitoring progress and modifying actions if necessary</li> </ul>	
CRITICAL THINKING AND PROBLEM SOLVING SKILLS	<ul style="list-style-type: none"> <li>*Looks at patterns, issues, and different components to identify the causes of a problem</li> <li>*Gathers, organizes, analyzes, and communicates information to make informed decisions</li> <li>*Demonstrates originality and inventiveness in developing solutions-- "Thinks outside of the box"</li> <li>*Generates ideas using techniques like "brainstorming"</li> <li>*Makes informed decisions based on options, rewards, risks, limits, and goals</li> </ul>	
<b>Section Total</b>		<b>0</b>
<b>TOTAL EMPLOYABILITY SKILLS RATING</b>		<b>0</b>

Student must achieve a rating of 25 or higher to have demonstrated Employability Skills through meaningful participation in JROTC.

Check One:        \_\_\_\_\_ Yes – Cadet demonstrated Employability Skills  
                          \_\_\_\_\_ No – Cadet did NOT demonstrate Employability Skills

Select One:

\_\_\_\_\_ I do NOT recommend that the above named JROTC student be awarded completion status in meeting Indiana’s Employability Skills Benchmarks based on my above evaluation and through regular interactions in working with this student.

\_\_\_\_\_ I recommend that the above named JROTC student be awarded completion status in meeting Indiana’s Employability Skills Benchmarks based on my above evaluation and through regular interactions in working with this student.

JROTC Instructor Signature: \_\_\_\_\_ Date completed: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date completed: \_\_\_\_\_