



**2021-22 SPORTS PARTICIPATION EMPLOYABILITY SKILLS RUBRIC**

**Letter of recommendation and employability skills rubric:**

Research has shown that students who participate in high school athletics develop strong employability skills through team work, leadership, time management, competition and sportsmanship, handling pressure, regular communication with teammates and coaches, management and responsibility, and commitment.

For sports 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 student must own the experience, which can be demonstrated through planning, organizing, implementing, participating and evaluating the activities, goals, practices, and events of his or her sports program.

STUDENT NAME: \_\_\_\_\_

GRADE LEVEL \_\_\_\_\_

ATHLETIC TEAM/SPORT: \_\_\_\_\_

POSITION/ROLE: \_\_\_\_\_

NAME OF TEAM COACH: \_\_\_\_\_

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

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

**RATING SCALE:**

- 3 = Exceeds expectations: The student displays the skill on a consistent basis and many times goes above and beyond what is required
- 2 = Meets expectations: Student consistently displays the required skills and expectations.
- 1 = Sometimes meets expectations: Student sometimes displays the skill, but it is uncommon to see this in his or her daily routine.
- 0 = Does not meet expectations: Student never exhibits the skill or meet expectations.

*Note: A rating of "Meets Expectations" 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 Team Coach will evaluate the student athlete's employability skills learned and demonstrated through the student's engagement in the above sport.

PARTICIPATION RATING				RATING
Rate the student's level (percentage) of engagement in attending all team meetings, practice sessions, games, or other related events.				
90% and above = 3	80% - 89% = 2	76 to 79% = 1	75% and below = 0	
MINDSETS AND SELF-MANAGEMENT SKILLS				SKILLS RATING
SKILL COMPONENT	SKILL ATTRIBUTES: Examples of qualities and habits that the student might exhibit include...			
SELF CONFIDENCE	*Understands own identity *Possesses a belief in own ability to contribute and succeed			
CULTURAL COMPETENCE	*Interacts effectively with diverse populations *Recognizes and values different perspectives *Seeks to understand and demonstrates respect for other cultures and ideals			
SHOWS INITIATIVE AND SELF-DIRECTION	*Sets personal goals and priorities *Demonstrates self-motivation *Encourages/seeks feedback from others about ways to improve and uses feedback for improvement *Engages in self-reflection to improve performance			

WORK ETHIC AND 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>	
<b>Section Total</b>		<b>0</b>
<b>LEARNING STRATEGIES</b>		<b>SKILLS RATING</b>
<b>SKILL COMPONENT</b>	<b>SKILL ATTRIBUTES: Examples of qualities and habits that the student might exhibit include...</b>	
PLANNING AND MANAGEMENT	<ul style="list-style-type: none"> <li>*Collaboratively develops a vision or mission for the team</li> <li>*Works with team to define realistic goals that are specific, measurable, achievable, rewarding, and timely</li> <li>*Helps the team develop plans and prioritizes tasks/activities to accomplish goals</li> <li>*Involved with monitoring progress and modifying actions if necessary</li> <li>*Exhibits good organizational skills</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>SOCIAL SKILLS AND WORKPLACE SKILLS</b>		<b>SKILLS RATING</b>
<b>SKILL COMPONENT</b>	<b>SKILL ATTRIBUTES: Examples of qualities and habits that the student might exhibit include...</b>	
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>	
TEAMWORK	<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>*Works effectively with multiple points of view</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>*Is able to manage conflict among team members</li> </ul>	
LEADERSHIP	<ul style="list-style-type: none"> <li>*Works effectively as a team leader or team member with people of diverse backgrounds and abilities</li> <li>*Respects the opinions of others</li> <li>*Shares information and responsibility for collaborative work</li> </ul>	
PERSONAL SAFETY	<ul style="list-style-type: none"> <li>*Demonstrates personal safety and follows safety guidelines and policies</li> <li>*Follows team and school established policies, procedures, rules, and guidelines</li> </ul>	
<b>Section Total</b>		<b>0</b>
<b>TOTAL EMPLOYABILITY SKILLS RATING</b>		<b>0</b>

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

**CHECK ONE:**      \_\_\_\_\_ **Yes – Athlete demonstrated Employability Skills**  
                          \_\_\_\_\_ **No – Athlete did NOT demonstrate Employability Skills**

**Select one:**      \_\_\_\_\_ **I do NOT recommend that the above named student athlete 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 student athlete 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.**

**Team Coach’s Signature:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_

**Administrator’s Signature:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_

*Additional comments or information may be entered below (optional)*