Soft Skill & Program Fit Scoring Rubric

Soft Skill (% Weight)	Criteria	1 Poor	2 Fair	3 Good	4 Very Good
Attendance (25%)	Consistency of presence and attendance.	Frequently absent without notice; disengaged from attendance responsibilities.	Occasionally absent or fails to give notice; attendance is inconsistent.	Rarely absent and gives notice; understands the importance of attendance.	Consistently present and punctual; provides notice if unable to attend.
Punctuality (20%)	Ability to arrive on time and meet deadlines.	Often arrives late or misses deadlines; shows disregard for time management.	Sometimes late; shows awareness of schedules but is inconsistent.	Generally punctual, with occasional lapses; mostly adheres to time commitments.	Consistently on time and meets deadlines; demonstrates reliable time management skills.
Problem-solving (20%)	Ability to identify, analyze, and solve problems effectively and efficiently.	Does not identify or understand the problem; does not propose or implement any solutions.	Partially identifies the problem; proposes and poorly implements few or irrelevant solutions.	Correctly identifies the problem; proposes and implements adequate solutions.	Identifies the problem accurately; proposes relevant and implements effective solutions.
Listening (20%)	Ability to listen attentively and understand information from others.	Frequently interrupts or does not follow the conversation; misses key points.	May interrupt or get distracted; catches some information but misses details.	Listens without interrupting and understands information but may occasionally need clarification.	Attentive listener who rarely needs clarification; provides relevant responses and feedback.
Communication (15%)	Ability to express ideas clearly and effectively in oral and written form.	Uses vague, confusing, or inappropriate language; has many written errors; the audience or purpose of the message is unclear.	Uses mostly clear and appropriate language; has some written errors; partially addresses the audience or purpose of the message.	Uses clear and appropriate language; has few or no written errors; addresses the audience and purpose of the message.	Uses precise and engaging language; has no written errors; adapts the message to the audience and purpose.