

Project: 21st-Century Employability Skills: Outline and Rubric

Purpose of this Assessment

This assessment will help you recognize the power of transferable skills. In this assignment, you will determine which skills you already have and which skills you need to develop. You will analyze and connect your previous and current skills with the skills needed for employability in your chosen field.

Items Required for Submission

1. Identify your program of study and explain how you determined this career path.
2. List three skills from the self-assessment rubric you have practiced in a professional or relevant setting that align with your program of study. Provide a detailed example of how you have demonstrated competency of each skill. Use the STAR (Situation/Task/Action/Result) method to explain each skill example.
3. Identify one skill from the self-assessment rubric you would like to develop and/or improve. Provide a detailed plan for strengthening that skill.

Step ONE: Preparation

Review the self-assessment rubric that aligns with your intended program of study at Calbright:

- IT and Cybersecurity learners will review the IT Self-Assessment Rubric.
- Medical Coding learners will review the Health Science Self-Assessment Rubric.

Step TWO: Reflect and Respond

1. In your response, identify your program of study and explain how you determined this career path.
2. Reflect on situations when you used skills from the self-assessment rubric. Using the STAR method, provide three examples of how you have demonstrated each skill in a professional or related setting.
3. Identify one skill you need to develop or improve and provide a detailed plan of how you intend to strengthen this skill in your current employment or a relevant setting.
4. As you develop your draft, review the Scoring Rubric your instructor will use to evaluate your work. Self-assess your assignment using the rubric. Make improvements as needed to meet expectations and ensure that your work fulfills all the requirements.

The STAR Method

STAR stands for: Situation, Task, Action, Results. Using this method will help you to communicate effectively how you honed each skill:

- **Situation:** Explain the context of the situation. Include relevant details such as the who, what, where, when, and how.
- **Task:** Describe the task you were responsible for in that situation. Make sure to highlight specific challenges you faced.

- **Action:** Now, describe exactly what you did. Use the word “I,” not “we” when describing your actions.
- **Result:** Share the positive outcome of the situation. How did you specifically contribute to the outcome? What did you accomplish? What did you learn? What were the results of your actions?

Example: Customer Focus Skill

When I worked as a receptionist for an auto mechanic, I answered a call from a customer who was angry their vehicle wasn't finished. I listened to the customer's concerns and used phrases like, “I completely understand your frustration.”

Then, I took down their information and promised to call them back. I found the technician who'd been working on their car and learned the problem was worse than anticipated and would take several days to fix.

I coordinated a loaner vehicle for the customer, and then called them back. Not only were they appreciative of my help, but they also publicly thanked us on social media.

Step THREE: Complete Checklist for Submission

Before you submit your work, check to see if you have met the criteria that follows. Did you:

- ...remember to edit and proofread your work?
- ...check your grammar and spelling?
- ...use skills listed from self-assessment rubric?
- ...include all STAR method steps in examples?

Step FOUR: Submit Your Work

- Submit your completed file through the Summative Assessment page of your course.
Please note:
 - For files smaller than 10MB (e.g., most Word documents), use the corresponding “+UPLOAD STUDENT FILE” button to upload your Final Assessment documents.
- For larger files of any type (e.g., voice over PowerPoint files, video presentations), please use the optional TEXT EDITOR to provide a URL where your tutorial faculty can download your file. How you create a download URL is up to you, but various free online providers, including Google Drive and Dropbox, offer this service. Please make sure that the URL you provide can be accessed by anyone with the link.
 - For further instructions on how to create public links for uploaded files, consult the support pages for your chosen provider.

List of Templates/Resources Needed

- [Medical Coding Rubric](#)
- [Information Technology/Cybersecurity Rubric](#)

Scoring Rubric for Project: 21st-Century Employability Skills

Criteria	Emerging	Developing	Proficient	Exemplary
Analysis	Lacks analysis of previous and current skills. Examples are not provided using the STAR method.	Minimal analysis of previous and current skills. Examples are irrelevant or not provided using the STAR method.	General analysis of previous and current skills. Appropriate examples are provided using the STAR method.	In-depth analysis of previous and current skills. Clear, detailed examples are provided using the STAR method.
Response	Excludes essential components and/or does not address prompt. Many parts of assignment are addressed inadequately and/or not at all.	Missing some components and/or does not fully address prompt. Some questions or parts of the assignment are not addressed.	Meets all components of the prompt. Each question or part of the assignment is addressed.	Meets or exceeds all components of the prompt. Each question or part of the assignment is addressed thoroughly.
Professionalism	Writing is unclear and disorganized. Thoughts ramble and make little sense. Numerous spelling, grammar, or syntax errors throughout the response.	Writing is unclear and/or disorganized. Thoughts are not expressed in a logical manner. More than five spelling, grammar, or syntax errors.	Writing is mostly clear, concise, and well organized with good sentence/paragraph construction. Thoughts are expressed in a coherent and logical manner. No more than five spelling, grammar, or syntax errors.	Writing is clear, concise, and well organized with excellent sentence/paragraph construction. Thoughts are expressed in a coherent and logical manner. No more than three spelling, grammar, or syntax errors.