

Responsibility and Accountability Rubric

Student ID: _____

Student Name: _____

Evaluator Name: _____

Date: _____

| | 1 - Emerging | 2 - Approaching | 3 - Meeting | 4 - Exceeding | N/A |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Understanding of Policies and Procedures <input type="checkbox"/> | <ul style="list-style-type: none"> Has little idea of the policies and/or procedures. | <ul style="list-style-type: none"> Knows general policies and seeks clarification on procedures. | <ul style="list-style-type: none"> Has a general idea of the policies and procedures for the department. | <ul style="list-style-type: none"> Has a clear idea of the policies and procedures for the department. | |
| Reliability <input type="checkbox"/> | <ul style="list-style-type: none"> Regularly does not fulfill obligations on time or at all and often fails to meet expectations. | <ul style="list-style-type: none"> Sometimes fails to fulfill obligations on time, without prior permission to extend and rarely tries to perform tasks earlier or better than expected. | <ul style="list-style-type: none"> Fulfills obligations with occasional requests for more time for completion. | <ul style="list-style-type: none"> Fulfills obligations in the time originally allotted or sooner and tries to exceed expectations. | |
| Responsibility <input type="checkbox"/> | <ul style="list-style-type: none"> Rarely shares credit for activities performed with others. Does not seek ways to improve personal or organizational performance. | <ul style="list-style-type: none"> Sometimes shares credit for activities performed with others. Sometimes seeks ways to improve personal or organizational performance. | <ul style="list-style-type: none"> Shares credit for activities performed with others. Seeks ways to improve personal or organizational performance. | <ul style="list-style-type: none"> Always shares credit for activities performed with others. Always seeks ways to improve personal or organizational performance. | |
| Accountability <input type="checkbox"/> | <ul style="list-style-type: none"> Regularly does not fulfill obligations on time or at all. Needs constant supervision. | <ul style="list-style-type: none"> Sometimes fails to fulfill obligations on time, without prior permission to extend. Needs regular supervision and direction. | <ul style="list-style-type: none"> Fulfills obligations with occasional requests for more time for completion. Needs some supervision and reassurance. | <ul style="list-style-type: none"> Fulfills obligations in the time originally allotted or sooner. Minimal supervision and reassurance needed. | |
| Total: | | | | | |

Overall Comments: