

	Exceptional	Strong/ Good	Average/ Adequate	Needs Improving	Not Satisfactory	NA
COMMUNICATION SKILLS	<i>5</i>	<i>4</i>	<i>3</i>	<i>2</i>	<i>1</i>	<i>0</i>
A. Reading/Writing/Computation Skills						
Reads, comprehends and follows written materials						
Communicates ideas and concepts clearly and accurately in writing						
Writes useful and meaningful reflections						
Writes an effective resume and cover letter						
Prepares appropriate work logs, status reports, etc.						
Follows email protocols						
Works with mathematical procedures appropriate to the job						
B. Oral Communication/Listening Skills						
Listens to others in an active and attentive manner						
Comprehends and follows verbal instructions						
Participates in meetings or group settings effectively						
Communicates effectively & appropriately w/ clients, colleagues, & superiors						
Uses industry specific terminology appropriately						
Teaches or shares useful knowledge and expertise with others						
Verbally express ideas accurately, clearly, and persuasively						

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COGNITIVE and PROFESSIONAL SKILLS	5	4	3	2	1	0
C. Learning Ability						
Observes and/or pays attention to others						
Asks pertinent and purposeful questions						
Able to find and utilize appropriate resources						
Accepts responsibility for mistakes and learns from experiences						
Open to new challenges and experiences						
D. Creative Thinking & Problem Solving Skills						
Seeks to comprehend and understand issues in their larger context						
Breaks down complex tasks or problems into manageable pieces						
Brainstorms or develops options and ideas						
Respects input and ideas from other sources and people						
Demonstrates an analytical capacity						
E. Application of Knowledge and Skills						
Shows understanding of industry customs and practices						
Acquires and evaluates information						
Interprets and communicates information						
Understands and complies with legal regulations						
Identifies, understands, and works with systems						
Monitors and corrects own performance						
Applies knowledge to the task or solution of the problem at hand						
Selects and uses appropriate technology						
Demonstrates computer literacy						
Manages multiple competing priorities at one time						
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F. Personal Characteristics						
Seeks to understand personal strengths and weaknesses						

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Exhibits self-motivated approach to work						
Demonstrates ability to set appropriate priorities and goals						
Exhibits professional behavior and attitude						
Works independently with minimal supervision						
Self-motivated but seeks supervisor guidance when appropriate						
G. Interpersonal & Teamwork Skills						
Relates to co-workers effectively						
Manages and resolves conflict in an effective manner						
Supports and contributes to a team atmosphere						
Participates and accepts responsibilities as a member of a team						
Controls emotions in a manner appropriate for work						
H. Organizational Effectiveness Skills						
Seeks to understand and support the organization's mission/goals						
Works within the norms and expectations of the organization						
Works within appropriate authority and decision-making channels						
Interacts effectively and appropriately with supervisor						
Plans and allocates time effectively						
Exercises leadership behaviors						
Works well in cross-cultural or multi-cultural settings and projects						
Demonstrates ethical behavior						
I. Work Ethic, Values, Habits & Style						
Dress and appearance are appropriate for position and setting						
Reports to work as scheduled						
Is prompt in showing up to work and meetings						
Accepts constructive criticism and advice						
	Excepti onal	Strong/ Good	Average/ Adequate	Needs Impro ving	Not Satisfac tory	NA

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