

# Responsibility and Accountability Rubric

Student ID: \_\_\_\_\_

Student Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

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