

SUPERVISOR TIME CARD RUBRIC

	5 'A' Exceptional	4 'A-B' Above Expectations	3 'B' Meeting Expectations	2 'C-D' Needs Improvement	1 'F' Unsatisfactory
Positive & Professional Behavior	- Always shows respect while speaking to others - Always ready to work and shows initiative in creating work	- Always shows respect while speaking to others - Always ready to work	- Shows respect while speaking to others - Brings needed materials and is ready to work	- Does not always seem interested in work activities - Sometimes need to refocus before being ready for the job	- Not interested in work - Often disrespectful - Forgets needed materials to be ready for work
Accountability & Responsibility	- Individual is self directed - Always stays focused on tasks	- Consistently stays focused on tasks - Always follows through on tasks	- Focuses on tasks and what needs to get done - Team members can count on the students to accomplish tasks	- Sometimes needs reminder to stay focused - Sometimes lets other do the work - Needs redirection	- Never focuses on tasks - Let's other do the work - Disappears from their desk to avoid work
Time Management	- Uses time effectively and completes all tasks on time - Takes initiative to begin next task	- Uses time effectively and completes all tasks - Does not have to adjust completion timeline	- Completes tasks on time - Asks for help and direction with task	- Does not complete task on time and does not ask for help - Adjust timeline for completion	- Does not complete tasks - Ignores directions and help