



CRISTO REY ORLANDO HIGH SCHOOL CORPORATE WORK STUDY PROGRAM

Timecard Rubric

CATEGORIES	5 EXCEPTIONAL	4 EXCEEDS EXPECTATIONS	3 MEETS EXPECTATIONS	2 NEEDS IMPROVEMENT	1 UNSATISFACTORY
PROFESSIONALISM Demonstrates positive attitude, follows dress code, and represents your company professionally.	-Always positive and respectful -Perfectly follows dress code and policies -Represents company well at all times -Role model for others	-Positive and respectful most of the day -Follows dress code and policies -Represents company well -Small reminders rarely needed	-Positive and respectful -Follows dress code and policies -Represents company appropriately -Prepared and ready to work	-Needs reminders for attitude or behavior -Dress code or policy reminders needed -Does not always represent company well	-Negative or disrespectful behavior -Does not follow dress code or policies -Poorly represents company -Unprepared for work
COMMUNICATION Communicates clearly and professionally, listens well and interacts appropriately with others.	-Communicates clearly and professionally with confidence -Listens actively and values others' input -Contributes positively to team discussions	-Communicates clearly and professionally -Listens well and responds appropriately -Works well with others	-Communicates clearly and respectfully -Listens and responds appropriately -Works cooperatively with others	-Communications is sometimes unclear or unprofessional -Needs reminders to listen or wait to speak -Limited interactions with others	-Communication is often inappropriate or disrespectful -Does not listen -Does not work well with others
RESPONSIBILITY Follows instructions, completes assigned tasks, and takes ownership of work.	-Takes ownership of all tasks -Independently seeks and completes work -Follows instructions precisely -Always follows through and meets commitments	-Completes all assigned work independently -Follows instructions with minimal reminders -Takes ownership when mistakes occur -Dependable and trustworthy	-Completes assigned tasks on time -Follows instructions -Accepts responsibility for work -Can be counted on to finish tasks	-Needs frequent reminders to stay on task -Sometimes misses steps or details -Needs help following through	-Does not complete assigned tasks -Does not follow instructions -Avoids responsibility -Cannot be counted on
QUALITY OF WORK Work is accurate, thorough, and meets expectations with attentions to detail.	-Work is constantly accurate and thorough -Great attentional to detail -Produces high-quality results	-Work is accurate with few errors -Good attention to detail -Produces quality results	-Work is accurate and complete -Attention to detail is generally good -Quality is acceptable	-Errors or missing details -Work needs frequent corrections -Quality is inconsistent	-Work is inaccurate or incomplete -Many errors or missing details -Work is below standards
TIME MANAGEMENT Uses time effectively, stays on task, and meets deadlines.	-Excellent use of time -Always on task -Completes work early and correctly -Proactively begins new tasks	-Uses time effectively -Most of the time, stays on task -Completes work on time -Rarely needs reminders	-Uses time appropriately -Stays on task -Completes work by deadlines -Occasional reminders needed	-Gets off task frequently -Needs reminders to manage time -Sometimes misses deadlines	-Frequently off task -Ineffective use of time -Misses deadlines -Does not plan or prioritize work
INITIATIVE & GROWTH Shows initiative, ask questions when needed, and applies feedback to improve.	-Seeks additional work without being asked -Asks thoughtful questions -Applies feedback immediately -Continuously looks for ways to improve	-Volunteers for additional tasks -Asks questions -Applies feedback -Shows willingness to learn and improve	-Asks questions when needed -Applies feedback -Willing to learn -Open to suggestions	-Rarely shows initiative -Needs reminders to ask questions -Slow to apply feedback	-No initiative shown -Does not ask questions -Does not apply feedback -Resistant to learn
RATING GUIDE – OVERALL DAILY SCORE	5 Exceeds expectations in nearly every category Demonstrates initiative, ownership, and outstanding professionalism	4 Exceeded expectations in several categories Worked independently with minimal supervision and produced strong results	3 Met expectations in all categories Completed assigned work and demonstrated appropriate professionalism	2 Met expectations in some areas but needs improvement Required multiple reminders or coaching	1 Did not meet expectations in multiple areas Significant improvement is needed.