

Student Associate Daily Time Card Rubric

This rubric is designed to make evaluating your student's daily performance easier, clearer, and more objective, creating consistency, transparency, and shared expectations across the board. As you reflect on your Student Associate's daily performance, please keep in mind ICA Cristo Rey's **8 Professional Habits** that we strive to instill in all of our graduates:

1. **Show respect**
2. **Show up on time & prepared**
3. **Communicate with teachers/supervisors**
4. **Read & follow instructions**
5. **Stay engaged/on task**
6. **Complete assignments on time**
7. **Actively participate in class/at work**
8. **Work productively with peers**

The time card also gives you the option to include a written comment in addition to your daily performance rating. If you do provide comments, we ask that it aligns accurately with the daily performance rating you provided.

1 - Unsatisfactory	2 - Needs Improvement	3 - Met Expectations	4 - Above Expectations	5 - Exceptional
Did not meet basic performance standards. This could mean any of the following: left assigned work unfinished, showed poor task engagement, or engaged in distractions during work.	Met partial expectations. This could mean any of the following: needing many reminders to stay on task, making avoidable errors, not communicating well.	Solid, reliable work day. Executed well on assigned tasks, no unwanted surprises.	Above and beyond. In addition to meeting all expectations, student went a step or two further. This could mean any of the following: making more progress than anticipated, demonstrating initiative either in assigned tasks or by taking on something new, making improvements on an existing process or method, asking for and completing additional tasks, or showing strong enthusiasm.	"Knocked my socks off!" In addition to meeting all expectations, student really impressed me today and is prompting me to re-think my expectations! This could mean any of the following: solving a thorny problem independently, demonstrating outstanding maturity in working style, producing flawless work, or proposing alternative methods.

**Note: If your student receives a 1 or a 2, our Partnerships team will reach out to you shortly to follow up.*