

**TEAM COLLABORATION AND WORK ETHIC**

NAME OF PERSON BEING  
EVALUATED

<b>CRITERIA</b>	<b>WEIGHT</b>	<b>EMERGING</b>	<b>PROFICIENT</b>	<b>MASTERY</b>	<b>BREAKTHROUGH</b>
<b>LEADERSHIP</b>	<b>25%</b>	Team member played a passive role, generating few new ideas; tended to only do what they were told to do by others, or did not seek help when needed.	Team member played an active role in generating new ideas, took initiative in getting tasks organized and completed and sought help when needed.	In addition to the “Acceptable” qualities, the team member provided leadership to the team by thoughtfully organizing and dividing the work, checking on progress, or providing focus and direction for the project.	
		0 ----- 5 ----- 15 EXAMPLE:	17 ----- 19 ----- 21	23 ----- 24 ----- 25	
<b>FACILITATION AND SUPPORT</b>	<b>25%</b>	Team member seemed unable or unwilling to help others, made non-constructive criticisms toward the project or other team members or was distracted other members.	Team member demonstrated willingness to help other team members when asked, actively listened to the ideas of others, and helped create a positive work environment.	In addition to the “Acceptable” qualities, the team member would actively checked with others to understand how each member was progressing and how he or she may be of help.	
		0 ----- 5 ----- 15 EXAMPLE:	17 ----- 19 ----- 21	23 ----- 24 ----- 25	
<b>CONTRIBUTIONS AND WORK ETHIC</b>	<b>25%</b>	Team member was often off task, did not complete assignments or duties, or had attendance problems that significantly impeded progress on project. May have worked hard but on relatively unimportant parts of the project.	Team member was prepared to work each day, met due dates by completing assignments/duties, and worked hard on the project a most of the time. If absent, other team members knew the reason and progress was not significantly impeded.	In addition to the “Acceptable” qualities, the team member made up for work left undone by other team members, demonstrated willingness to spend significant time outside of class/school to complete the project.	
		0 ----- 5 ----- 15 EXAMPLE:	17 ----- 19 ----- 21	23 ----- 24 ----- 25	
<b>CAREER READINESS</b>	<b>25%</b>	Team member was unable to connect team assignment to workplace requirements, did not display workplace etiquette, and showed little awareness of work requirements.	Team member related team goals to success in the workplace, generally displayed workplace etiquette, and demonstrated knowledge of basic workplace requirements.	Team member demonstrated clear knowledge of team goals and related these goals to workplace, displayed workplace etiquette, and showed deep familiarity with workplace requirements.	
		0 ----- 5 ----- 15 EXAMPLE:	17 ----- 19 ----- 21	23 ----- 24 ----- 25	

