

RESPONSIBILITY



DEF: Being dependable, committed to doing the job correctly and carefully, and being trustworthy, accountable and attentive to details.

BASIC

BUILDING

THERE

BEYOND

1

COMPLETE & ON-TIME

With help, demonstrates partial understanding of the skills at the “Building” and “There” levels.

May be slightly late; Meets the minimum requirements; General understanding of expectations; Seeks help.

Completed on time; Does their best; Knows exactly what needs to be done; Collaborates with teammates

Completed on time or ahead of schedule; Challenges themselves to put forth maximum effort; Leads teammates

2

INTEGRITY

With help, demonstrates partial understanding of the skills at the “Building” and “There” levels.

Can usually be trusted to complete a task; Works independently and in a group; Knows the difference between “right” and “wrong”

Can be trusted to complete a task; Works well with others; Seeks to do what is “right”

Can be completely counted on to finish a task; Viewed by teammates as a leader; Unwavering dedication to do what is right

3

FOLLOW-THROUGH

With help, demonstrates partial understanding of the skills at the “Building” and “There” levels.

General understanding of required tasks; Usually focusses on task at hand

Understands required tasks; Focusses on what needs to be done either by oneself or in a group

Fully understands required tasks; Focusses on what needs to be done and helps others

4

ACCOUNTABLE

With help, demonstrates partial understanding of the skills at the “Building” and “There” levels.

Often takes ownership; Basic understanding of not letting others down

Takes ownership; Doesn't want to let others down

Completes tasks with little/no supervision; Doesn't want to let themselves and others down