

1

COMPLETE
& ON-TIME

I need to have this
completed by ...

Did
I give it my
"Best-Effort"?

Am I letting
others
down?

_____ is
counting on me.

4

ACCOUNTABLE

INTEGRITY

2

You can count
on me to ...

Can
others trust
and count on me?

What am I
responsible
for?

I need to
concentrate on ...

FOLLOW-THROUGH

3



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 <u>slightly late</u> ; Meets the <u>minimum requirements</u> ; <u>General understanding</u> of expectations; Seeks help	Completed <u>on time</u> ; Does <u>their best</u> ; <u>Knows exactly</u> what needs to be done; Collaborates with teammates	Completed <u>on time or ahead of schedule</u> ; <u>Challenges</u> themselves to put forth <u>maximum effort</u> ; Leads teammates
2	INTEGRITY	With help, demonstrates partial understanding of the skills at the "Building" and "There" levels	<u>Can usually be trusted</u> to complete a task; Works <u>independently and in a group</u> ; Knows the difference between " <u>right</u> " and " <u>wrong</u> "	<u>Can be trusted</u> to complete a task; Works <u>well with others</u> ; Seeks to <u>do what is "right"</u>	<u>Can be completely counted on</u> to finish a task; Viewed by teammates as a <u>leader</u> ; <u>Unwavering dedication</u> to do what is right
3	FOLLOW-THROUGH	With help, demonstrates partial understanding of the skills at the "Building" and "There" levels	<u>General understanding</u> of required tasks; <u>Usually focusses</u> on task at hand	<u>Understands</u> required tasks; <u>Focusses on what needs to be done</u> either by oneself or in a group	<u>Fully understands</u> required tasks; Focusses on what needs to be done and <u>helps others</u>
4	ACCOUNTABLE	With help, demonstrates partial understanding of the skills at the "Building" and "There" levels	<u>Often takes ownership</u> ; Basic understanding of not letting others down	<u>Takes ownership</u> ; Doesn't want to let others down	Completes tasks with <u>little/no supervision</u> ; Doesn't want to let themselves and others down