

# Employee Accountability Rubric

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_



<b>LESSON GOAL</b>	Understand and develop personal and employee accountability.
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**ESSENTIAL QUESTION(S)** Are you accountable for your actions?

## STUDENT EXPECTATIONS

1. Participate in discussions about accountability.
2. Complete self-reflection on Habits of Mind.
3. Analyze workplace scenarios for accountability.
4. Create a SMART goal action plan.
5. Complete career planning activity.
6. Demonstrate engagement and participation.

Category	Exceeding 10 points	Meeting 8 points	Approaching 5 points	Emerging 2 points	Total
<b>Discussion:</b> Participate in discussions about accountability.	Engaged fully in classroom discussions by offering thoughtful responses.	Participated in classroom discussions.	Did not offer comments during discussions but looked engaged and demonstrated active listening.	Did not participate in classroom discussions.	
<b>Self-Reflection:</b> Complete self-reflection on Habits of Mind.	Honest, detailed reflection with specific examples from work or school.	Completed reflection appropriately.	Partial completion of reflection; limited detail.	Completed little or none of the reflection.	
<b>Scenario Analysis:</b> Analyze workplace scenarios to evaluate accountability.	Identified all examples; proposed multiple creative improvements.	Identified most examples; proposed reasonable improvements.	Identified some examples; improvements were vague.	Did not complete scenario analysis.	
<b>SMART Goal:</b> Create a SMART goal action plan.	All 5 SMART criteria met; goal is specific, realistic, and includes support plan.	Meets all SMART criteria.	Goal is missing 1-2 SMART elements.	Goal is incomplete or not attempted.	
<b>Career Planning:</b> Complete career planning activity.	Connected career goals to accountability; identified barriers and solutions.	Made relevant connections between career goals and accountability.	Connections between career goals and accountability were unclear.	Did not complete career planning activity.	
<b>Engagement:</b> Demonstrate participation and engagement throughout lesson.	On time; actively supported peers; asked questions; fully engaged throughout.	Completed tasks; participated when called upon.	Late or distracted at times; minimal participation.	Not accountable; did not participate.	

**Directions:** Combine subtotals from each row ● Multiply by 2 ● The result is the final score.

**Example:** Combine subtotals from each row = \_\_\_\_\_ multiply by 2 = \_\_\_\_\_ Final Score

**FINAL SCORE**