

Employee Accountability Assessment Rubric

Learner: _____ **Date:** _____ **Instructor:** _____

Learning Objective	4 - Exceeds	3 - Meets	2 - Developing	1 - Beginning
1. Define accountability & importance	Clear definition with multiple examples; articulates benefits	Defines accurately; explains key benefits	Partial definition; limited understanding	Cannot define or explain
2. Identify behaviors & Habits of Mind	Identifies 5+ habits with workplace examples	Identifies 3-4 habits; provides examples	Identifies 1-2 habits; examples unclear	Cannot identify habits
3. Explain benefits & recognize barriers	Explains benefits for self/team/employer; identifies barriers with solutions	Explains key benefits; identifies common barriers	Limited explanation; recognizes some barriers	Cannot explain benefits or barriers
4. Analyze scenarios to evaluate accountability	Identifies all examples; proposes multiple improvements	Identifies most examples; proposes reasonable improvements	Identifies some examples; vague improvements	Cannot analyze scenarios
5. Reflect & create SMART goal action plan	Honest reflection; SMART goal specific, realistic, with support	Completes reflection; SMART goal meets criteria	Partial reflection; goal missing 1-2 elements	No reflection; goal incomplete
6. Participation & Engagement	Actively contributes; supports peers; asks questions	Participates when called; engages with materials	Minimal participation; distracted at times	Does not participate

Scoring Summary

Total (Max 24)	Percentage	Overall Rating	Notes

Rating Scale:

20-24 pts (83-100%): Accountable
 15-19 pts (63-82%): Developing
 10-14 pts (42-62%): Emerging
 Below 10 pts: Needs Support

Instructor Notes: _____