

Employee Accountability Rubric

Name:

Date:

Teacher:

Goals: Define accountability • Identify Habits of Mind • Analyze scenarios • Create SMART goal

Category	Exceeding (10)	Meeting (8)	Approaching (5)	Emerging (2)	Total
Discussion	Engaged fully; thoughtful	Participated	Listened actively	Did not participate	
Self-Reflection	Honest with examples	Completed appropriately	Partial completion	Little or none	
Scenario Analysis	All examples; creative ideas	Most examples; reasonable	Some examples; vague	Did not complete	
SMART Goal	All 5 criteria + support	Meets all criteria	Missing 1-2 elements	Incomplete	
Career Planning	Connected; barriers/solution	Relevant connections	Unclear connections	Did not complete	
Engagement	On time; supported peers	Completed tasks	Late or distracted	Not accountable	

Scoring: Add totals = × 2 = **FINAL SCORE**