

Criteria	Excellent (4)	Good (3)	Fair (2)	Poor (1)
Attendance and punctuality	Always attends meetings and is punctual	Mostly attends meetings and is punctual, with few exceptions	Occasionally misses meetings or is late	Frequently misses meetings or is late
Participation and communication	Actively participates in discussions, shares ideas, and communicates effectively	Mostly participates and communicates, with minor issues	Some lack of participation or communication issues	Rarely participates or communicates, significant issues
Quality of work	Consistently delivers high-quality work that meets or exceeds expectations	Mostly delivers good quality work, with minor issues	Some issues with work quality or consistency	Frequently delivers poor quality work or fails to meet expectations
Responsibility and reliability	Always completes assigned tasks on time and is reliable	Mostly completes tasks on time and is reliable, with few exceptions	Occasionally misses deadlines or is unreliable	Frequently misses deadlines or is unreliable
Collaboration and teamwork	Works well with others, contributes to a positive team dynamic, and helps resolve conflicts	Mostly collaborative and contributes to a positive team dynamic, with minor issues	Some issues with collaboration or teamwork	Rarely collaborates or contributes to a positive team dynamic, significant issues