

| 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 |