Criteria	Excellent (4)	Good (3)	Fair (2)	Poor (1)
Attendanc@Always attends		Mostly attends	Occasionally	Frequently misses
and	meetings and is	meetings and is	misses	meetings or is late
punctu-	punctual	punctual, with few	meetings or	
ality		exceptions	is late	
ParticipatiActively participates		Mostly participates	Some lack	Rarely participates
and	in discussions, shares	and communicates,	of participa-	or communicates,
commu-	ideas, and	with minor issues	tion or	significant issues
nica-	communicates		communica-	
tion	effectively		tion issues	
Quality	Consistently delivers	Mostly delivers	Some issues	Frequently delivers
of work	high-quality work that	good quality work,	with work	poor quality work
	meets or exceeds	with minor issues	quality or	or fails to meet
	expectations		consistency	expectations
Responsibi Aity ays completes		Mostly completes	Occasionally	Frequently misses
and reli-	assigned tasks on time	tasks on time and is	misses	deadlines or is
ability	and is reliable	reliable, with few	deadlines or	unreliable
		exceptions	is unreliable	
Collaborat Mo rks well with		Mostly	Some issues	Rarely collaborates
and	others, contributes to	collaborative and	with collabo-	or contributes to a
team-	a positive team	contributes to a	ration or	positive team
work	dynamic, and helps	positive team	teamwork	dynamic, significant
	resolve conflicts	dynamic, with		issues
		minor issues		