

Target skill	Doesn't meet expectations	Partially meets expectations	Meets expectations	Slightly above expectations	Exceeds expectations
Cleaning the data and prepare it for further analysis.	At least one point is applicable: 1. Most unnecessary listings are not removed. 2. Capitalization is not standartized and trailing spaces are not removed in most columns used in analysis. 3. Most of the the empty spaces are still present. 4. There are no separate columns for clean data.	Performance that falls between Doesn't Meet Expectations and Meets Expectations.	All of the points are completed: 1. All unnecessary listings are removed. 2. In all the columns used in analysis, capitalization is standartized and all trailing spaces are removed. 3. All the empty spaces are replaced. 4. New columns with clean data are created where necessary.	Performance that falls between Meets Expectations and Exceeds Expectations.	All points mentioned in the Meets expectations column and the rationale for the use of certain cleaning methods is included in the logs.
Building pivot tables to provide recommendations to stakeholders.	At least one point is applicable: 1. The columns, rows, and values in the pivot tables are chosen incorrectly and don't provide insights into the questions. 2. Most of the data used in pivot tables is not cleaned. 3. Filtering and sorting are not applied.	Performance that falls between Doesn't Meet Expectations and Meets Expectations.	All of the points are completed: 1. The columns, rows, and values in the pivot tables are chosen correctly to provide insights into the questions. 2. All pivot tables use clean data. 3. Filtering and sorting are applied correctly.	Performance that falls between Meets Expectations and Exceeds Expectations.	All points mentioned in the Meets expectations column and pivot tables include additional features like conditional formatting.
Documenting and formatting your work in a consistent and easy-to-understand way.	At least one point is applicable: 1. Data cleaning logs are missing most of the cleaning steps. 2. Table of contents doesn't accurately reflect the spreadsheet tabs. 3. The recommendations in the "Executive Summary" tab are not relevant to the business task of the project or overall confusing. 4. The formatting of the spreadsheet lacks consistency. 5. The formatting of the chart doesn't follow industry best practices and/or the chart doesn't show the data patterns.	Performance that falls between Doesn't Meet Expectations and Meets Expectations.	At least one point is applicable: 1. Relevant data cleaning steps are documented in an easy-to-understand manner in the data logs. 2. There is a table of contents that accurately reflects the spreadsheet tabs. The "Executive Summary" tab is created with easy to understand recommendations relevant to the business task of the project. 3. The formatting of the spreadsheet is consistent across the sheets. 4. A clearly-formatted chart is created, accurately showing data patterns.	Performance that falls between Meets Expectations and Exceeds Expectations.	All points mentioned in the Meets expectations column and one or more of the following points: 1. "Executive Summary" tab includes additional information such as visualizations or key takeaways. 2. "Table of Contents" includes additional features such as links to specific sections or dynamic updates.