| **Criteria** | **Always** | **Often** | **Seldom** | **Never** |
| --- | --- | --- | --- | --- |
| **1. Attendance and Timeliness** |  |  |  |  |
| Attends meetings consistently | 3 | 2 | 1 | 0 |
| Completes tasks on or before deadlines | 3 | 2 | 1 | 0 |
| **2. Communication** |  |  |  |  |
| Regularly communicates task progress | 3 | 2 | 1 | 0 |
| Responds promptly to messages | 3 | 2 | 1 | 0 |
| Engages in professional and empathetic manner | 3 | 2 | 1 | 0 |
| **3. Collaboration** |  |  |  |  |
| Actively participates in group activities | 3 | 2 | 1 | 0 |
| **4. Meeting Client** |  |  |  |  |
| Meets with the client as scheduled | 3 | 2 | 1 | 0 |
| **5. Transparency and Honesty** |  |  |  |  |
| Communication with honesty | 3 | 2 | 1 | 0 |
| **6. Effective Tool Usage** |  |  |  |  |
| Utilizes shared tools for planning and tracking | 3 | 2 | 1 | 0 |