**People Management Grading Rubric**

Team \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Evaluate the group as a unit with this section of the evaluation tool. To earn an 'A' in this category, the***

***team must earn 'Exemplary' ratings in 2 of the 3 areas below.***

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| --- | --- | --- | --- | --- | --- |
| **Category** | **Beginning**  **1** | **Developing**  **2** | **Accomplished**  **3** | **Exemplary**  **4** | **Score** |
| Team Meetings | Irregular attendance  Team is generally not prepared, engaged or motivated in team meetings; one or two team members usually participate; others may participate on occasion or when called upon  Team meetings are seldom effective or productive and usually fail to lead to actionable items | Fairly regular attendance with more than a few unexcused absences  Most team members are prepared, engaged and motivated in team meetings; some team members usually participate in useful ways  Team meetings are sometimes effective and productive and sometimes lead to actionable items | Regular attendance, absences only with sufficient reason.  All team members are generally prepared, engaged and motivated in team meetings; most team members usually participate in useful ways  Team meetings are usually effective and productive and often lead and actionable items | Consistently high attendance in team meetings; occasional absences only with sufficient reason.  All team members are consistently prepared, engaged and motivated in team meetings; everyone participates in useful ways  Team meetings are effective, productive and lead to actionable items |  |
| Collaborative Work Performance | Some team members may value each other, but generally make little effort to include everyone. Some members are not included, do not share ideas, or argue endlessly and pointlessly for their own points of view  Team roles and responsibilities not well defined or understood and some team members are not held fully accountable for their work and fair share  Team is not particularly cohesive and members are unable to work together on designated tasks  Collaborative tasks not completed in time or effectively | Some team members may value each other and make efforts to include everyone to participate.  Others' viewpoints are generally respected, but some team members are often excluded and others may be pointlessly argumentative at times  Team members have a fair level of understanding of their roles and responsibilities but some team members are not held fully accountable for their work and fair share  Team is reasonably cohesive and members often work together on designated tasks  Average performance in collaborative tasks with effective completion on time. | Team members generally value each other and most team members make reasonable effort to draw the best from each other. Others' viewpoints are valued and discussed.  Team members have good understanding of their roles and responsibilities and most are fully accountable for their work and fair share  Team is cohesive and members work together on designated tasks  Good performance in collaborative work | Team members value each other and everyone makes full effort to draw the best from each other. Others' viewpoints are valued and consistently respected and discussed.  Team members have excellent understanding of their roles and responsibilities and everyone is fully accountable for their work and fair share  Team is cohesive and members work together on designated tasks  Exceptional performance in collaborative work |  |
| Effectiveness of communication | Demonstrates inadequate effort to communicate effectively with client, key stakeholders or project advisor; team does not seek adequate engagement and feedback  Team is sometimes well prepared for meetings with client stakeholders, and advisor with agendas, minutes, progress reports, demonstrations of work products | Demonstrates reasonable effort to communicate regularly with client, key stakeholders and project advisor; team seeks engagement and feedback, but usually only when necessary  More often than not, team is well prepared for meetings with client stakeholders, and advisor with agendas, minutes, progress reports, demonstrations of work products | Makes solid effort to communicate effectively with client, key stakeholders and project advisor; team is generally proactive in seeking engagement and feedback  Team is generally well prepared for meetings with client stakeholders, and advisor with agendas, minutes, progress reports, demonstrations of work products | Makes exemplary effort to communicate with client, key stakeholders and project advisor; team is highly proactive in seeking engagement and feedback  Team is consistently well prepared for every meeting with client stakeholders, and advisor with agendas, minutes, progress reports, demonstrations of work products |  |
| Group Total Score |  |  |  |  |  |