2018 Professional Attributes Performance Metrics for **Supervised Practice**

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| **LEVELS/****CRITERIA** | **UNSATISFACTORY PERFORMANCE.** *Does not fulfill required activities; needs constant supervision; has great difficulty in achieving pre-determined objectives.* ***(40 points possible)*** | **NEEDS MUCH IMPROVEMENT.** *Needs assistance on many projects; requires guidance to achieve pre-determined objectives.****(60 points possible)*** | **ENTRY LEVEL.** *Performs all activities correctly; works with minimum assistance once guidelines are established; meets pre-determined objectives.****(80 points possible)*** | **BEYOND ENTRY LEVEL.** *Exceeds pre-determined objectives**Performs all activities with great accuracy; works independently once guidelines are established****(85 points possible)*** | **ACTUAL****SCORE** |
| **WORK ETHIC** |  |  |  |  |  |
| Works positively and ethically | Typically is negative toward tasks, projects and/or others. Does not consider ethics while working on tasks/projects or with others | Occasionally has a negative attitude towards tasks, projects and/or others. At times does not apply ethics while working on tasks and projects | Has a positive attitude towards tasks, projects and others. Applies values and ethics to all work completed | Consistently applies ethics to all aspects of work. Has a positive outlook and contributes to a positive work environment while working on projects |  |
| Presents oneself professionally and with proper attire | Does not display professional or responsible behavior. Rarely dresses appropriately for the occasion. Often does not act respectfully towards others. | Does not always display professional and responsible behavior. Sometimes dresses appropriately for the practice setting. Occasionally acts respectfully towards others. | Usually displays professional and responsible behavior and dresses appropriately for the practice setting. Generally acts responsibly towards others. | Consistently behavior and attire are appropriate for the practice setting. Always acts respectfully towards others |  |
| **TIME & WORK****MANAGEMENT** |  |  |  |  |  |
| Manages times | Cannot be counted on and is consistently late | Is not always on time or reliable | Is reliable and punctual | Consistently reliable and on time every day |  |
| Ability to manage time and projects effectively by multitasking and flexing work as needed | Always off task and does not complete the work to be done | Occasionally off task, only a portion of the work/project is done.  | Able to manage multiple projects simultaneously and flex work plans based on needs of practice setting and work deadlines | Consistently manages several tasks at the same time, flexing and adapting work plans as needed; completing work ahead of schedule |  |
| **CRITICAL THINKING** |  |  |  |  |  |
| Analyzes how parts interact to produce overall outcomes in complex systems | Only able to identify the parts as one, rather than each part individually | Identifies parts of a system but cannot explain how they work together | Recognizes how the parts of a system work together to accomplish a goal or make an impact | Consistently recognizes and adapts parts of a system to accomplish a goal or make an impact |  |
| **LEVELS/****CRITERIA** | **UNSATISFACTORY PERFORMANCE.** *Does not fulfill required activities; needs constant supervision; has great difficulty in achieving pre-determined objectives.* ***(40 points possible)*** | **NEEDS MUCH IMPROVEMENT.** *Needs assistance on many projects; requires guidance to achieve pre-determined objectives.* ***(60 points possible)*** | **ENTRY LEVEL.** *Performs all activities correctly; works with minimum assistance once guidelines are established; meets pre-determined objectives.****(80 points possible)*** | **BEYOND ENTRY LEVEL.** *Exceeds pre-determined objectives**Performs all activities with great accuracy; works independently once guidelines are established****(85 points possible)*** | **ACTUAL****SCORE** |
| **INITIATIVE & DRIVE** |  |  |  |  |  |
| Demonstrates initiative and drive to advance skills toward a professional level | Does not show initiative; asks few questions to drive learning, limited focus, distracted, expects information download and hand-holding | Shows minimal initiative, asks some questions to drive learning, hesitant to work outside of comfort zone | Shows initiative, asks and seeks answers to questions, works outside of comfort zone, seeks new experiences, uses feedback to improve | Consistently shows initiative, finds answers to questions that drive learning, reflects on past experiences to inform future progress |  |
| **CUSTOMER FOCUS** |  |  |  |  |  |
| Respects cultural differences and works/serves effectively with people from a range of social and cultural backgrounds | Exhibits no respect, poor interaction, and inability to work/serve positively with individuals from other social or cultural groups | With guidance, can generally respect, interact, serve and work positively with individuals from other social and cultural groups | Respects, interacts and works/serves positively with individuals from other social and cultural groups | Consistently respects, interacts, works/serves positively with individuals from other social and cultural groups and seeks to learn from diverse perspectives |  |
| **COMMUNICATION & COLLABORATION** |  |  |  |  |  |
| Demonstrates ability to work effectively and respectfully with diverse teams | Statements, responses and/or body language show lack of respect. Rarely listens to, shares with, and supports the efforts of others | Most statements, responses and body language are respectful; occasionally has a negative tone. Does not always listen to, share with, and support the efforts of others. | Listens to, shares and supports others. Statements and responses are respectful and appropriate body language was exhibited | Consistently listens to others. All statements, responses and body language, are respectful and appropriate. Always listens to, shares with, and supports the efforts of others. |  |
| **COMMENTS** |  |  |  | **Total** **Points:** | **Average****Score:** |

**Preceptor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Intern:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rotation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_**

*Resource: 21st Century Skills Standards Rubrics*