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| CATEGORY | 4 | 3 | 2 | 1 |
| **Working with others** | Almost always listens to, shares with, and supports the efforts of others.Tries to keep people working well together. | Usually listens to, shares with, and supports the efforts of others.Does not cause ‘waves’ in the group. | Often listens to, shares with, and supports the efforts of others, but sometimes are not a good team member. | Rarely listens to, shares with, and supports the efforts of others. Often is not a good team player. |
| **Task focus** | Consistently stays focused on the task and what needs to be done.Very self-directed. | Focuses on the task and what needs to be done most of the time.Other group members can count on this person. | Focuses on the task and what needs to be done some of the time. Other group members must sometimes nag, prod, and remind to keep this person on task. | Rarely focuses on the task and what needs to be done.Lets others do the work. |
| **Quality of work** | Provides work of the highest quality. | Provides high-quality work. | Provides work that occasionally needs to be checked-redone by other group members to ensure quality. | Provides work that usually needs to be checked/redone by others to ensure quality.  |
| **Effort**  | Work reflects this student’s best efforts.  | Work reflects a strong effort from this student. | Work reflects some effort from the student. | Work reflects very little effort on the part of this student. |
| **Attitude**  | Never is publicly critical of the project or the work of others. Always has a positive attitude about the task(s). | Rarely is publicly critical of the project or the work of others.Often has a positive attitude about the task(s). | Occasionally is publicly critical of the project or the work of other members of the group.Usually has a positive attitude about the task(s).  | Often is publicly critical of the project or the work of other members of the group.Often has a negative attitude about the task(s). |
| **Contributions**  | Routinely provides useful ideas.A definite leader who contributes a lot of effort. | Usually provides useful ideas.A strong group member who tries hard! | Sometimes provides useful ideas.A satisfactory group member who does what is required. | Rarely provides useful ideas.May refuse to participate. |
| **Time management** | Routinely uses time well throughout the project to ensure things get done on time. Group does not have to adjust deadlines or work responsibilities. | Usually uses time well throughout the project. Group does not have to adjust deadlines or work responsibilities. | Tends to procrastinate, but always gets things done by the deadlines. Group does not have to adjust deadlines or work responsibilities.  | Rarely gets things done by the deadlines and group has to adjust deadlines or work responsibilities because of this person’s inadequate time management. |