

Rubric for Professionalism (4-Point Scale)

Criteria	Extending (4)	Proficient (3)	Developing (2)	Beginning / Incomplete (0)
Time Management	Exceptionally punctual, manages time effectively, and meets deadlines consistently.	Generally punctual, manages time well, and meets most deadlines.	Occasionally struggles with punctuality or meeting deadlines.	Frequently late or fails to meet deadlines, affecting workflow.
Respect for Others	Demonstrates high respect for colleagues, clients, and stakeholders at all times.	Shows respect consistently, with minor lapses in challenging situations.	Shows respect but may occasionally display unprofessional behavior.	Often demonstrates disrespect or unprofessional behavior towards others.
Teamwork and Collaboration	Actively contributes to teamwork, fosters collaboration, and supports colleagues.	Collaborates effectively most of the time, occasionally needing redirection.	Generally cooperative but may not actively contribute to team goals consistently.	Often hinders teamwork, lacks cooperation, and disrupts collaborative efforts.
Ethics and Integrity	Demonstrates unquestionable integrity, honesty, and ethical behavior in all actions.	Acts with integrity and honesty, with minor ethical lapses in complex situations.	Generally ethical but may show inconsistency or ethical lapses occasionally.	Occasionally demonstrates unethical behavior or lack of integrity.
Adaptability and Accountability	Adapts well to changing circumstances, takes responsibility for actions and outcomes.	Shows adaptability and accountability with occasional need for guidance.	Demonstrates some adaptability and accountability but needs frequent guidance.	Often struggles to adapt or take responsibility, requires significant guidance.
Overall Hireability	Possesses skills and qualities that make them highly desirable for hiring.	Demonstrates skills and qualities that are attractive to potential employers.	Possesses basic skills and qualities relevant to employment but may lack some key attributes.	Shows limited evidence of skills and qualities that are appealing to employers.