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|  | **Assignment: Annual Review** |
| **Criteria** | **Exemplary****100% A** | **Proficient****85% B** | **Fair****75% C** | **Meets Minimum Expectations****65% D** | **Unacceptable****0% F** |
| 1. Explain how you will address Jim’s recent performance issues.Weight: 45% | Thoroughly explained how you will address Jim’s recent performance issues. | Satisfactorily explained how you will address Jim’s recent performance issues. | Partially explained how you will address Jim’s recent performance issues. | Insufficiently explained how you will address Jim’s recent performance issues. | Did not submit or incompletely explained how you will address Jim’s recent performance issues. |
| 2. Suggest both constructive and positive feedback designed so that Jim will leave motivated to do his best.Weight: 45% | Thoroughly suggested both constructive and positive feedback designed so that Jim will leave motivated to do his best. | Satisfactorily suggested both constructive and positive feedback designed so that Jim will leave motivated to do his best. | Partially suggested both constructive and positive feedback designed so that Jim will leave motivated to do his best. | Insufficiently suggested both constructive and positive feedback designed so that Jim will leave motivated to do his best. | Did not submit or incompletely suggested both constructive and positive feedback designed so that Jim will leave motivated to do his best. |
| 3. Clarity, writing mechanics, and formatting requirementsWeight: 10% | There are no mechanical, grammar spelling, punctuation, or stylistic errors. | There are several mechanical, grammar, spelling, punctuation, or stylistic errors. | There are some mechanical, grammar, spelling, punctuation, or stylistic errors. | There are many mechanical, grammar, spelling, punctuation, or stylistic errors. | Did not submit or is unreadable. |