



# Application & Instructions

2012/2013

## Application Instructions

The following information applies to all candidates for admission into TAP:

### College Transcripts

Please submit a copy of your transcripts from all post-secondary institutions attended (a photocopy will suffice). It is in your best interest not to ignore any previous academic work. Transcripts should be submitted with your application package.

### Recommendations

Please submit three or more recommendations on the form provided. Only the provided format will be accepted. It is preferred that recommendations are submitted with your completed application. However, recommendations may be mailed separately to avoid consideration delays.

### Application Deadline

Applications are processed on a “rolling admissions” basis beginning in October. *It is best to get your application in as soon as possible in order to secure a placement for the following year.*

### Non-Discrimination Statement

Chittenden Central Supervisory Union and its affiliated school districts are committed to maintaining a work and learning environment free from discrimination. Admission decisions shall be made without regard to race, color, religion, national origin, sex, sexual orientation, marital/civil union status, ancestry, and place of birth, age, or physical or mental condition.

## Checklist

### Upon Application

- Obtain and submit copies of transcripts
- Obtain and submit references
- Complete and submit application form
- Attach the \$100 ***non-refundable*** application fee

### Upon Acceptance (if selected)

- Complete the criminal records check requirement within 30-days of acceptance
- Schedule required Praxis exam(s)
- Submit payment in full for the Program no later than 30-days prior to the start of the Program
- Complete substitute paperwork (if interested)

**Please note:** *We strongly recommend that you make copies of your completed application and supporting materials. All materials submitted as part of the application process become the property of Chittenden Central Supervisory Union and will not be returned.*

### Send your application and \$100 non-refundable deposit to:

Chittenden Central Supervisory Union TAP Program  
2 Educational Drive  
Essex Junction, Vermont 05452

Improperly addressed or incomplete applications may result in forfeiture of your application package from consideration.

# Conditions of Acceptance

If selected to participate in our Teacher Apprenticeship Program, participants shall be required to meet the following:

## Criminal Record Background Check

In attempts to help protect our school children from abuse and exploitation, Vermont law (16 V.S.A. sections 251-260) requires criminal background investigations on all work-study students (including student teachers, post-baccalaureates, apprentices, interns and the like) who have unsupervised contact with school children. All candidates accepted into TAP shall be required to complete the requirements of the criminal records check process within 30-days of notification of their conditional acceptance. The entire cost of the process is \$39.25, which shall be the responsibility of the applicant. Any notice of acceptance shall be contingent upon a satisfactory criminal record check result. The Superintendent of Schools shall have the sole discretion to determine whether or not the results of the criminal record check are satisfactory for participation in the Program. If the criminal records check process is not completed within the 30-days specified, the applicant shall forfeit his/her placement in the program.

For information about the criminal background check process, please refer to the attached form entitled [Criminal Records Check Process](#).

## PRAXIS Exams

Selected TAP candidates shall be expected to take required Praxis exam(s) within 90-days of acceptance into TAP (if not already completed).

## Minimum Performance Expectations

TAP participants shall be expected to meet the minimum performance expectations. These minimum performance expectations include, but are not necessarily limited to, the following:

1. Reports for duty at designated locations and times. Participant attendance shall be expected during the duration of the standard teacher

workday, plus additional meetings and other events as scheduled beyond the standard workday.

2. Prepares and delivers assignments as directed by the assigned mentor.
3. Encourages students to set and maintain acceptable standards of classroom behavior, and models such behavior to students.
4. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
5. Maintains records as requested or assigned by the mentor.
6. Complies with and assists in upholding and enforcing school rules, administrative regulations, and Chittenden Central Supervisory Union and local school district policies and procedures.
7. Attends and participates in faculty, department, mentor council and district meetings as requested.
8. Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students.
9. Establishes and maintains cooperative professional relations with others.
10. Performs related duties as assigned by the mentor in accordance with district policies and practices.

## Substitute Teaching Eligibility

Upon recommendation of the assigned mentor and school principal, TAP participants may be eligible to substitute teach in their assigned school upon completion of the criminal record check process and other required forms (form I-9 and W-4). In order to assure minimal disruption to their learning activities, substitute teaching assignments of TAP participants shall be limited to the classroom, department, or school in which they are completing their studies, and must not interfere with the internship/apprenticeship responsibilities. For more information or to schedule an appointment to complete the required employment paperwork, please call 879-5579.

# CHITTENDEN CENTRAL SUPERVISORY UNION

*Serving the*

Essex Junction School District - Westford School District - Essex Community Educational Center Union District # 46  
51 Park Street, Essex Junction, Vermont 05452

Essex High School &  
Center for Technology

Albert D. Lawton  
Intermediate School

Hiawatha  
Elementary School

Summit Street  
Elementary School

Thomas Fleming  
Elementary School

Westford  
Elementary School

## APPLICATION FOR ADMISSION TO TAP

PLEASE PRINT OR TYPE

### PERSONAL INFORMATION

Applicant Name (First Name M.I. Last Name)	Mailing Address
Home Phone Number ( )	Work/Other Phone Number Where You Can Be Reached ( )
E-mail Address	Other contact person
How did you hear about the Program? _____.	Are you a veteran of the U.S. Armed Forces? <input type="checkbox"/> YES <input type="checkbox"/> NO
Date of Birth: _____.	If YES, please include experience under Relevant Employment Experience
Please indicate how you identify yourself (check all that apply)	
<input type="checkbox"/> Hispanic or Latino	
<input type="checkbox"/> American Indian or Alaska Native (including all Original Peoples of the Americas)	
<input type="checkbox"/> Asian (including Indian subcontinent and Philippines)	
<input type="checkbox"/> Black or African American (including Africa and Caribbean)	
<input type="checkbox"/> Native Hawaiian or other Pacific Islander (Original Peoples)	
<input type="checkbox"/> White (including Middle Eastern)	
<input type="checkbox"/> Other _____.	
The ethnicity question on the TAP Application has been updated to meet the Department of Education reporting requirements. Answers to the ethnicity question are not required for submission. If you choose to answer this question, you may provide whatever answer you feel best applies to you or any groups of which you feel you are a part. You can answer all or none of the questions. If you wish to answer the ethnicity question but feel that the established categories do not fully capture how you identify yourself, you may provide more detail below.	



College courses in Progress:							
<b>OTHER RELEVANT TRAINING</b>							
Title/Description of workshop, seminar or training received							Date

<b>AWARDS AND ACHIEVEMENTS</b>			
			Date
<b>PRAXIS TEST SCORES</b> Please attach copies of your official Praxis test scores (if available)			
Dates of Praxis examination(s):	Praxis I: ____/____/____	Praxis II: ____/____/____	
Praxis I test scores:	Reading _____	Writing _____	Mathematics _____
Praxis II test scores:	Endorsement Area(s)	Multiple Choice Score(s)	Essay Score(s)
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

<b>RESIDENCY/CITIZENSHIP</b>	
Are you a U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO    (if NO, please complete section below)	
<b>For Non-U.S. Citizens</b>	
Are you a permanent resident of the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO    My alien registration number is: A _____	
Current non-immigrant visa type (if relevant): (e.g. F-1; J-1; L-2; H-4; other): _____ My I-94 number is: _____	

**RELEVANT EMPLOYMENT EXPERIENCE**Please list all relevant employment experience in order starting with your most recent employment. Attach additional pages as necessary.

Dates of Employment From                      To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Hours/week
Dates of Employment From                      To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Hours/week
Dates of Employment From                      To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
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Dates of Employment From                      To	Job Title	Name and Address of Employer
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Reason for Leaving		Hours/week
Dates of Employment From                      To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Hours/week

**PERSONAL EXPERIENCE/ACHIEVEMENTS**

**COMMUNITY SERVICE/VOLUNTEER EXPERIENCE**

Nature or Service or Volunteer Commitment	Dates of Participation	Hours/Week	Weeks/Year	Required for Academic, Employment or Discipline reasons?

**CO-CURRICULAR & ATHLETIC EXPERIENCE**

Activity	Dates of Participation	Hours/Week	Weeks/Year	Position Held

Please list any academic/employment/civic awards or honors you have received:	Date

Have you ever been dismissed or suspended, or received disciplinary action related to academic or work-related performance?     YES     NO

If YES, please explain the circumstances in complete detail on a separate piece of paper.

**2 Short Essays**

1. Please write short essay about the one teacher that has had the most influence on you. Be specific about why this teacher had so much impact by citing specific examples.
2. Please write a short essay answering the following questions: What experiences in your own life would help you meet the needs of Vermont's diverse (special needs, ELL, diverse socio-economic backgrounds) student population?

**CRIMINAL BACKGROUND**

Please circle the appropriate response and provide details as requested.

Have you ever been convicted of a crime or misdemeanor?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever entered a plea of guilty or nolo contendere to a felony or misdemeanor charge?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there any charges pending against you in any jurisdiction at this time?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you currently being investigated for any criminal activity?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever forfeited a bail bond posted to guarantee your appearance in court to answer criminal charges?	<input type="checkbox"/> YES <input type="checkbox"/> NO

If you answered "YES" to any of the above, please explain the circumstances in complete detail on a separate piece of paper. Please be sure to address all conviction(s) and/or pending charges, including the specific charge, date, location of the offense and the court, and the disposition of court proceedings. A "YES" response to any of the above questions will not automatically exclude an applicant from further consideration.

**NOTE:** Vermont State Law now requires criminal record background checks for all prospective pre-service teachers who will have unsupervised contact with school children. The process involves obtaining fingerprints and filing a Request for Criminal Record Check authorizing a background investigation from the Vermont Criminal Information Center, FBI, and other states, in which you lived and/or worked. The costs associated with this process will be the responsibility of the applicant. If accepted, continued participation in the program would be contingent upon a satisfactory criminal records check.

**EQUAL OPPORTUNITY EMPLOYER**

Chittenden Central Supervisory Union and its affiliated school districts are committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship, veteran status or disability, as defined and required by state and federal laws.

**APPLICANT STATEMENT AND AUTHORIZATION**

"I certify that the facts contained in this application and any attachments are true and complete to the best of my knowledge. I understand that intentional falsification of statements, incomplete or misleading information on this questionnaire and attachments will result in automatic removal of my application from further considerations, and, if selected, shall be grounds for immediate dismissal from the program. I also understand that such dismissal may result in forfeiture of all costs paid to the program. When it is determined that an applicant failed to disclose or fully disclose his or her background through misunderstanding or inadvertence, I understand that such failure will be considered a significant factor in future program participation."

"If selected, I also understand that although my participation in the program may commence prior to the completion of the Criminal Records Check Process, continued participation in the program would be contingent upon a satisfactory criminal records check."

"I authorize investigation of all statements contained herein. I also give permission to the references, previous employers, schools, colleges/universities listed on the application and any attachments to provide to you any and all information concerning my employment and academic history and any other pertinent information they may have. I agree to release all parties from all liability for any damage that may result from furnishing such information to you."

"I understand that, if selected, I will be required to complete a criminal background check within 30-days of acceptance."

"If selected, I agree to meet the Conditions of Acceptance. I understand that failure to meet the Minimum Performance Expectations shall result in involuntary removal from TAP. I also understand that involuntary removal from TAP after the refund deadline shall result in forfeiture of the fees paid to the program."

"I understand that participation in the program does not guarantee recommendation for licensure, nor does it constitute an offer of employment."

"I understand the Refund Policy as outlined in the Program Description."

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Criminal Records Background Check**

In an attempt to help protect our school children from abuse and exploitation, Vermont Law (16 V.S.A. sections 251-260) now requires criminal background investigations on all school employees (including substitutes). As a result, all new employees of our school district(s) will be required to provide fingerprints, releases and other information necessary to conduct a criminal record background investigation. The criminal records check procedure (as outlined below) shall be completed prior to the commencement of services with our school district(s). The cost of the procedure shall be the responsibility of the employee. All offers of employment shall be conditioned upon an acceptable criminal record check. Although employment may commence prior to the completion of the Criminal Records Check process, continued employment with the district would be contingent upon a satisfactory criminal record check.

Below are the requirements that need to be met:

1. If offered a position of employment, please call 879-5584 to schedule an appointment to complete the required employment paperwork (Form W-4, Form I-9, release forms, Request for Criminal Record Check, Fingerprint Authorization Certificate and the like). Appointments take approximately 20 minutes (up to 60 minutes may be needed depending on benefit eligibility). Please bring the following with you when you meet with Human Resources:
  - (a) Payment to Chittenden Central Supervisory Union for \$19.25, to cover the cost of the Criminal Record Check processing. Credit and/or debit cards are not accepted.
  - (b) Two forms of identification, which are needed to complete the required Form I-9. One form of identification must establish identity (i.e. drivers' license, VT Liquor Control ID, photo student I.D., etc.) and the other must establish employment eligibility (i.e. social security card, birth certificate, and the like). A passport will also be accepted.
2. Make an appointment to have your fingerprints taken at a designated Identification Center. There is a \$15.00 charge for the fingerprints, which is paid directly to the Identification Center when fingerprinted. You must bring two forms of identification with you in order to be fingerprinted. One must be a valid photo ID (i.e.: PHOTO Drivers license, VT Liquor Control ID, or Military ID), the second can be a social security card, birth certificate or other form of identification. *You will also need to bring your completed Fingerprint Authorization Certificate.* Fingerprints will not be taken without the certificate. The Chittenden County Identification Centers are as follows:
  - a) Chittenden County Sheriff's Office located on Ethan Allen Drive in South Burlington. Please call them for an appointment at (802) 863-4341 (walk-ins will not be accepted).
  - b) Burlington Police Department located on North Avenue, Burlington. To schedule an appointment, please call the Chittenden County Sheriff (802) 863-4341 (walk-ins will not be accepted).

Outside of Chittenden County, please call your local police department or State Police barracks to find out its procedure/availability for fingerprinting.

3. Once the employment paperwork and fingerprint process is complete, the Identification Center will submit your fingerprints electronically to the Vermont Criminal Information Center (VCIC) for processing. VCIC will send us the results of the criminal background check, and we shall notify you if any record(s) exist.

If you have recently completed the Criminal Records Check with the Vermont Department of Education or other Vermont School District, you may not have to repeat the process (outlined in items 1, 2 and 3 above) if:

- (1) Since the criminal record check was completed there has not been a period of one year or more during which you were **not** employed by a Vermont school district or independent school;
- (2) the record still exists;
- (3) you agree to sign a release, and;

(4) the original holder agrees to release a copy of the record to us.

Under the Grandfather provisions of the Criminal Record Check Act: "Any person employed by a school district or independent school on passage of this act (7/1/98) shall not be subject to the" criminal records check process outlined in items 1, 2 and 3 above. "However, if the individual does not work for a Vermont school district or independent school for a continuous period of one year or more, the person shall become subject to the" criminal records check process outlined above. If you qualify under the grandfather provision, you must provide us with verification of past/present employment when you meet with Human Resources.

[Return to Conditions of Acceptance](#)

## Recommendation Rubric

**Applicant Name** (please print):

Rating	<b>Please circle the appropriate box from the selections offered.</b>					<b>Please add any additional comments here.</b>
General Outlook and Attitude	Rarely sees problems as solvable learning opportunities. Fairly close-minded.	At times sees problems as solvable learning opportunities. Sometimes open-minded.	Generally sees problems as solvable learning opportunities. Usually open-minded.	Usually sees problems as solvable learning opportunities. Open-minded and flexible thinker.	No basis for evaluation	
<b>Communication Skills</b>						
Oral Expression	Makes frequent language/ grammatical errors, not professional.	Inarticulate, language not professional.	Articulate, professional.	Expressive, animated, articulate, professional.	No basis for evaluation	
Written Expression	Writing demonstrates confusion and has consistent errors in spelling and grammar.	Writing is often unclear and has frequent errors in spelling/grammar.	Writing is usually clear with infrequent errors.	Expresses ideas clearly with an absence of error.	No basis for evaluation	
Non-verbal Expression	Unaware of own inappropriate behavior.	Is aware of non-verbal behavior but is unable to alter inappropriate demeanor.	Is aware of body language and behavior and usually uses it in appropriate ways.	Is aware of body language and behavior and always uses it in appropriate ways.	No basis for evaluation	
<b>Professional Behavior</b>						
Attendance	Often absent.	Occasionally absent.	Is present and engaged.	Provides additional personal time.	No basis for evaluation	
Punctuality	Often late.	Occasionally late.	Always on time.	Frequently arrives early.	No basis for evaluation	
Managerial Skills	Disorganized, inefficient, hesitates to make decisions independently.	At times is organized and efficient. Occasionally makes decisions independently. Rarely anticipates challenges.	Generally organized and efficient. Often makes decisions independently. Sometimes anticipates challenges.	Organized, efficient decision-makers. Anticipates challenges and prepares ahead of time.	No basis for evaluation	
Independence, initiative and preparedness.	Passive, depends on others for direction, ideas and guidance/is rarely prepared.	Does what is asked, dependent on others for instructions.	Works effectively with limited supervision.	Creative and resourceful: independently plans and follows through on ideas.	No basis for evaluation	
Response to Feedback	Defensive, unreceptive to feedback.	Receptive, doesn't implement suggestions.	Receptive, adjusts performance accordingly.	Solicits suggestions and feedback from others.	No basis for evaluation	
Reliability/ Dependability	Often fails to complete assigned tasks or duties.	Sometimes needs to be reminded to attend to assigned tasks or duties.	Responsible, attends to assigned tasks or duties without prompting.	Self-starter. Perceives needs and attends to them immediately.	No basis for evaluation	
Interpersonal	Insensitive to others'	Limited sensitivity and	Perceives what to do or say	Highly sensitive to	No basis for	

relationships	feelings and opinions as evidenced by abrupt and/or critical statements.	diplomacy.	in order to maintain good relations with others and responds accordingly.	others' feelings and opinions, diplomatic.	evaluation	
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Please cite specific evidence of the individual's ability to "multi-task":

Comment on the applicant's facility with all aspects of technology (attached additional pages as necessary):

**Reference Information and Acknowledgement**

Name of individual providing recommendation (please print): \_\_\_\_\_

Title/Position: \_\_\_\_\_

What is your relationship with the applicant? \_\_\_\_\_

I certify that the above information is true and complete the best of my knowledge.

\_\_\_\_\_  
Signature of individual providing recommendation

\_\_\_\_\_  
Date

## Recommendation Rubric

**Applicant Name** (please print):

Rating	Please circle the appropriate box from the selections offered.					Please add any additional comments here.
General Outlook and Attitude	Rarely sees problems as solvable learning opportunities. Fairly close-minded.	At times sees problems as solvable learning opportunities. Sometimes open-minded.	Generally sees problems as solvable learning opportunities. Usually open-minded.	Usually sees problems as solvable learning opportunities. Open-minded and flexible thinker.	No basis for evaluation	
<b>Communication Skills</b>						
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Interpersonal relationships	Insensitive to others' feelings and opinions as	Limited sensitivity and diplomacy.	Perceives what to do or say in order to maintain good	Highly sensitive to others' feelings and	No basis for evaluation	

	evidenced by abrupt and/or critical statements.		relations with others and responds accordingly.	opinions, diplomatic.		
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Please cite specific examples of the applicant's ability to "multi-task":

Please cite examples of the individual's expertise with technology:

(use additional pages if necessary)

**Reference Information and Acknowledgement**

Name of individual providing recommendation (please print): \_\_\_\_\_

Title/Position: \_\_\_\_\_

What is your relationship with the applicant? \_\_\_\_\_

I certify that the above information is true and complete the best of my knowledge.

\_\_\_\_\_  
Signature of individual providing recommendation

\_\_\_\_\_  
Date

## Recommendation Rubric

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