

OYC Young Leader Recommendation Form

Name of Recommender:

Organization | Entity:

Phone Number:

Job Title:

Email:

Rating Rubric
 5 | Outstanding
 4 | Exceeds Expectations
 3 | Meets Expectations
 2 | Below Expectations

| Performance Areas | Rating | Comments |
|--|--------|----------|
| Teamwork/Collaboration/Communication Successfully works with others to achieve a common goal.; contributes to team projects; exchanges ideas, opinions, develops positive working relationships. | | |
| Dependability/Hard Work Works hard and earns trust by being dependable and consistent. | | |
| Adaptability Embraces change. Meets changing conditions and situations in their responsibilities easily and positively. Accepts constructive criticism and suggestions. Maintains objectivity in situations of conflict. | | |
| Interpersonal Skills Treats others with kindness, civility and respect. Works well with others. Accepts direction. Contributes positively to a team. Responds appropriately to feedback. | | |
| Judgement Demonstrates sound opinions in determining the appropriate next steps. Demonstrates insight and maneuvers accordingly in difficult situations. | | |
| Quality of Work Performs their tasks completely and accurately. Completes tasks thoroughly in a reasonable amount of time. | | |
| Attendance & Punctuality Schedules and uses their time in an appropriate manner. Shows up on time and communicates when issues arise. | | |
| Initiative Self-starter. They seek out new tasks and assumes greater responsibility. Makes suggestions for changes and improvements. | | |
| Time Management Meets deadlines. Plans and organizes themselves well. They know how to establish and follow priorities. | | |
| Planning & Organizing Has the ability to develop a well defined and realistic plan according to their goals and objectives. | | |