

Data Specialist Promotion to Introductory Level- Assessment Rubric

Criteria	Meets Expectations	Needs Improvement	Not Ready for Promotion
1. Technical Knowledge & Skills			
Rules	The DS understands the relevant rules, however lacks the ability to fully understand how they apply in all cases.	The DS is developing an understanding of the relevant rules, and lacks an understanding of their application.	The DS lacks a basic understanding of the relevant rules.
Skills	The DS mostly fulfilled all expectations as included on assessment sheet with a fair amount of direction.	The DS is developing an understanding of expectations as included on assessment sheet while still requiring significant amount of direction.	The DS was unable to fulfill the items as included on assessment sheet.
Data Room	The DS mostly fulfilled all expectations as included on assessment sheet with a fair amount of direction.	The DS is developing an understanding of expectations as included on assessment sheet while still requiring significant amount of direction.	The DS was unable to fulfill the items as included on assessment sheet.
Computer	The DS mostly fulfilled all expectations as included on assessment sheet with a fair amount of direction.	The DS is developing an understanding of expectations as included on assessment sheet while still requiring significant amount of direction.	The DS was unable to fulfill the items as included on assessment sheet.
2. Communications			
	The DS mostly fulfilled all expectations as included on assessment sheet.	The DS is developing an understanding of expectations as included on assessment sheet.	The DS was unable to fulfill the items as included on assessment sheet.
3. Department			
Attitude/Behaviour	The DS mostly fulfilled all expectations as included on assessment sheet.	The DS is developing an understanding of expectations as included on assessment sheet.	The DS was unable to fulfill the items as included on assessment sheet.
Confidentiality	The DS mostly fulfilled all expectations as included on assessment sheet.	The DS is developing an understanding of expectations as included on assessment sheet.	The DS was unable to fulfill the items as included on assessment sheet.
Dress code and use of Electronic Communication Devices	The DS mostly fulfilled all expectations as included on assessment sheet.	The DS is developing an understanding of expectations as included on assessment sheet.	The DS was unable to fulfill the items as included on assessment sheet.
4. Leadership			
	The DS mostly fulfilled all expectations as included on assessment sheet.	The DS is developing an understanding of expectations as included on assessment sheet.	The DS was unable to fulfill the items as included on assessment sheet.