

Data Specialist Promotion to Level I Assessment Rubric

Criteria	Meets Expectations Competent	Needs Improvement	Not Competent for Promotion
1. Technical Knowledge & Skills			
Rules	The DS has a fundamental understanding of the relevant rules and how they apply in all cases.	The DS understands the relevant rules, however lacks the ability to fully understand how they apply in all cases.	The DS lacks a basic understanding of the relevant rules.
Skills	The DS fulfilled all expectations as included on assessment sheet with little direction.	The DS mostly fulfilled all expectations as included on assessment sheet with a fair amount of direction.	The DS was unable to fulfill the items as included on assessment sheet.
Data Room	The DS fulfilled all expectations as included on assessment sheet with little direction.	The DS mostly fulfilled all expectations as included on assessment sheet with a fair amount of direction.	The DS was unable to fulfill the items as included on assessment sheet.
Computer	The DS fulfilled all expectations as included on assessment sheet with little direction.	The DS mostly fulfilled all expectations as included on assessment sheet with a fair amount of direction.	The DS was unable to fulfill the items as included on assessment sheet.
2. Communications			
	The DS fulfilled all expectations as included on assessment sheet.	The DS mostly fulfilled all expectations as included on assessment sheet.	The DS was unable to fulfill the items as included on assessment sheet.
3. Deportment			
Attitude/Behaviour	The DS fulfilled all expectations as included on assessment sheet.	The DS mostly fulfilled all expectations as included on assessment sheet.	The DS was unable to fulfill the items as included on assessment sheet.
Confidentiality	The DS fulfilled all expectations as included on assessment sheet.	The DS mostly fulfilled all expectations as included on assessment sheet.	The DS was unable to fulfill the items as included on assessment sheet.
Dress code and use of ECM	The DS fulfilled all expectations as included on assessment sheet.	The DS mostly fulfilled all expectations as included on assessment sheet.	The DS was unable to fulfill the items as included on assessment sheet.
4. Leadership			
	The DS fulfilled all expectations as included on assessment sheet.	The DS mostly fulfilled all expectations as included on assessment sheet.	The DS was unable to fulfill the items as included on assessment sheet.