

# REMOTE WORK CERTIFICATION

## RUBRIC



RURAL  
ONLINE  
INITIATIVE

EXTENSION   
UtahStateUniversity.

|   | Meets Expectations   | Approaching Expectations   | Does Not Meet Expectations  |
|---|--|--|---|
| <b>Workday</b>                          | Computer, webcam, and audio are set up with a professional background. Meeting and schedule are successfully coordinated and added to calendar.          | Computer, webcam, and audio are set up but perhaps not completely. Background is professional but distracting. Meeting and schedule are coordinated but after several tries. | Computer, webcam, and audio are not set up correctly. Background is not professional. Meeting and/or schedule not coordinated successfully or did not attend. |
| <b>Communication</b>                    | Messages are professional, clear, and accurate. Agenda and report are detailed and complete. Actively participated in meeting by contributing often.     | Messages are mostly professional, clear, and accurate. Agenda and report are complete. Some participation in meeting.  | Messages are not professional, clear, or accurate. Agenda and report are incomplete or missing. Did not participate in meeting or did not attend.             |
| <b>Workflow</b>                         | Project management tool successfully set up. Project includes discrete tasks, timeline, dependent tasks, and participants. Can update project regularly. | Project management tool is set up with basic tasks and a timeline. To-do list includes basic tasks. Can update project as needed.  | To-do list is incomplete. Project management tool is not set up. Does not share project updates.  |
| <b>Productivity and Time Management</b> | Tracks time including detailed information. Daily priorities match task/project/team priorities. Schedule shows effective time management.               | Tracks time consistently. Sets daily priorities. Schedule is vague or does not match priorities.   | Does not track time. Does not set priorities or priorities are not aligned with project/team goals. Does not set a schedule.                                  |
| <b>Teams</b>                            | All phases of team collaboration are completed and collaborative task is finished. Participated actively and facilitated others' involvement.            | Team collaboration is complete. Phase(s) of the collaboration process may have been skipped. Participated and did not impede others' participation.                          | Team collaboration is not complete or the collaboration process was not followed. Did not participate or impeded others' participation.                       |
| <b>Compliance</b>                       | Password manager installed. Security checklist is complete and accurate. Can identify common security risks.   | Security checklist is complete. Can identify some security risks.  | Security checklist is incomplete. Cannot identify security risks.   |
| <b>Critical Thinking</b>                | List of resources are credible. Solution steps are clearly and accurately outlined. Resolution is succinctly summarized.                                 | List of resources is complete. Solution steps are outlined. Resolution is identified.  | List of resources is incomplete or missing. Resolution is not identified and steps are not listed.  |
| <b>Build Your Virtual Career</b>        | Format for portfolio is clear; work portfolio is complete; work portfolio has been successfully shared and reviewed.                                     | Format for portfolio may be clear; work portfolio is missing some information; work portfolio has been shared.   | Portfolio format is unclear; work portfolio is missing various sections; work portfolio has not been shared.  |
| <b>Remote Job Development</b>           | Program outcomes for all modules have been reviewed and evaluated; agenda for meeting with Program Coordinator is clear and complete.                    | Program outcomes for some modules have been reviewed and evaluated; agenda for meeting with Program Coordinator is missing some information.                                 | Program outcomes for some modules have not been reviewed or evaluated; agenda for meeting with Program Coordinator is incomplete.                             |