

Communication - Non-Manager

Communication		
Unacceptable (1)	Meets Expectations (3)	Far Exceeds Expectations (5)
Seldom shares information that is important to others without prompting and questioning.	Shares important information with others.	Provides regular, consistent, and meaningful information to others; ensures appropriate individuals are informed.
Shows little interest in what others have to say.	Listens carefully and asks questions when needed.	Listens carefully to others, asks questions for clarification, and ensures message is understood.
Is not sensitive to the communication needs of others when listening and speaking.	Sensitive to the communication needs of others when listening and speaking.	Sensitive to the communication needs of other when listening and sharing information; actively seeks to learn and use alternate communication styles.
Rarely shares important matters with appropriate parties.	Ensures important matters are shared with appropriate parties.	Ensures important matters are shared with all appropriate parties; proactively communicates important information.

Please be mindful of different cultural norms and neurodiverse populations when applying these standards.