

Individual Contributor

Communication		
Unacceptable	Meets Expectations	Far Exceeds Expectations
Seldom shares meaningful information without prompting and questioning.	Provides meaningful information regularly.	Regularly and proactively shares meaningful information with 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 confirms message is understood.
Is not sensitive to the communication needs of others when listening and speaking.	Sensitive to the communication needs of others when sharing and listening.	Sensitive to the communication needs of other when listening and sharing information; actively seeks to learn and use alternate communication styles.
Is often unclear when communicating to others.	Communicates in a manner that others can understand.	Consistently communicates in a manner others can understand. Checks with audience to ensure the message is clear.