

**RUBRIC & SCORING ELEMENTS**

Using the *Judging Criteria*, each *Element* will be rated from 1 to 5 stars. A score of 5 is outstanding and a score of 1 needs significant improvement.

ELEMENT	JUDGING CRITERIA
Employee Handbook	<p><i>Does the Employee Handbook clearly define the expectations of employees and management?</i></p> <ul style="list-style-type: none"> • The handbook reflects the company's mission, culture, and outlines expectations for employees and management. • Discusses the structure, content, and key policies found in the handbook.
Company Communication	<p><i>How well does the company communicate with its employees?</i></p> <ul style="list-style-type: none"> • Identifies and details the process for company communication and announcements. • Describes the types of communication methods used by the company (newsletter, website, memos, notices, agendas, etc.) to inform employees on company policies and announcements. The communication channels should show consistency and alignment to the company mission, culture, and goals. • Provides examples of communication that is professional and aligned to the company mission, culture and goals.
Employee Evaluations	<p><i>Does the company have an effective process for evaluating employees?</i></p> <ul style="list-style-type: none"> • Discusses the process for collecting and evaluating data regarding employee performance and efficiency. • Includes an effective evaluation system that is inclusive of upper management. • Identifies an evaluation process that uses a rubric or point system. • Provides clear action plans for employees based on their performance data.
Employee Recognition	<p><i>How well does the company motivate and recognize employees?</i></p> <ul style="list-style-type: none"> • Outlines a clear plan for motivating employees to strive for excellence. • Explains how the company acknowledges and recognizes employees who stand out.
Quality of Presentation	<p><i>How well does the company present the material?</i></p> <ul style="list-style-type: none"> • Design: Logical organization, well designed and branded, free of errors, quality writing, effective use of charts, graphs and graphics, font is easy to read, legible. Includes applicable footnotes or citations to research. • Delivery: Presenter(s) speak clearly, articulately, with appropriate voice projection and eye contact. Presenter(s) are dressed professionally and display appropriate body language. Presentation is engaging and effective.
Q&A	<p><i>How well does the team effectively answer questions based on the presented materials?</i></p> <ul style="list-style-type: none"> • Provides additional context or clarity that enhances the information presented. • Responses are consistent with the information that was presented.