Grading for this assignment will be based on answer quality, logic / organization of the paper, and language and writing skills, using the following rubric.

|  |  |
| --- | --- |
| **Points: 200**  | **Assignment 4: On-boarding**  |
| **Criteria**  |  **Unacceptable** **Below 60% F**  | **Meets Minimum Expectations** **60-69% D**  |  **Fair** **70-79% C**  |  **Proficient** **80-89% B**  |  **Exemplary** **90-100% A**  |
| 1. Create an outline of an on-boarding process. Include a brief explanation of each step and explain why it is important. Weight: 45%  | Did not submit or incompletely created an outline of an on-boarding process. Did not submit or incompletely included a brief explanation of each step and explain why it is important.  | Insufficiently created an outline of an on-boarding process. Insufficiently included a brief explanation of each step and explain why it is important.  | Partially created an outline of an on-boarding process. Partially included a brief explanation of each step and explain why it is important.  | Satisfactorily created an outline of an on-boarding process. Satisfactorily included a brief explanation of each step and explain why it is important.  | Thoroughly created an outline of an on-boarding process. Thoroughly included a brief explanation of each step and explain why it is important.  |
| 2. Summarize what you believe are the two (2) most critical elements to consider when on-boarding in the global environment.Weight: 45%  | Did not submit or incompletely summarized what you believe are the two (2) most critical elements to consider when on-boarding in the global environment.  | Insufficiently summarized what you believe are the two (2) most critical elements to consider when on-boarding in the global environment.  | Partially summarized what you believe are the two (2) most critical elements to consider when on-boarding in the global environment.  | Satisfactorily summarized what you believe are the two (2) most critical elements to consider when on-boarding in the global environment.  | Thoroughly summarized what you believe are the two (2) most critical elements to consider when on-boarding in the global environment.  |
| 3. Clarity, writing mechanics, and SWS formatting requirements. Weight: 10%  | More than 8 errors present  | 7-8 errors present  | 5-6 errors present  | 3-4 errors present  | 0-2 errors present  |