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

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| **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 |