

**Deals competently with real-life situations that involve managing interactions at work**

**Instructions:**

- For each criterion, circle the statement that corresponds to the adult learner’s performance level.
- Enter the mark that corresponds to the circled statement in the “Mark” column. Only the mark indicated in the rubric for a given level can be allotted.
- Check Pass in the “Result” column if the adult learner has obtained the pass mark for the criterion concerned. Otherwise, check Fail.
- Check Pass in the “Final result” section at the bottom of the table if the adult learner has obtained a pass mark for all the criteria. Otherwise, check Fail.

| Rating scale<br>Evaluation criteria         | Excellent   | Very good  | Good   | Weak   | Very weak   | Mark                           | Result                        |
|---|---|--|--|--|---|--------------------------------|-------------------------------|
| 1. Interacts appropriately in the workplace | Always interacts appropriately with superiors, colleagues and his/her work team.  | Usually interacts appropriately with superiors, colleagues and his/her work team.  | Often interacts appropriately with superiors, colleagues and his/her work team.  | Sometimes interacts appropriately with superiors, colleagues and his/her work team.              | Has great difficulty interacting with superiors, colleagues and his/her work team.                        | Mark <sup>1</sup>              | <input type="checkbox"/> Pass |
|   | 65  | 52   | 39   | 26   | 13  | Pass mark <sup>2</sup> : 39/65 |                               |
| 2. Manages his/her interactions at work     | Sets a clear and precise goal with respect to a change in managing his/her interactions at work and presents a thoroughly coherent action plan.   | Sets a clear and precise goal with respect to a change in managing his/her interactions at work and presents a coherent action plan. | Sets a clear goal with respect to a change in managing his/her interactions at work and presents a coherent, but basic, action plan. | The action plan is incoherent with respect to a change in managing his/her interactions at work. | Has great difficulty in setting a goal with respect to a change in managing his/her interactions at work. | Mark                           | <input type="checkbox"/> Pass |
|   | 35  | 28   | 21   | 14   | 7   | Pass mark: 21/35               |                               |
| <b>Final result</b>                         | <p style="text-align: right;"><b>Competency developed:</b>    <b>Pass</b>    <input type="checkbox"/></p> <p style="text-align: right;"><b>Fail</b>                            <input type="checkbox"/></p> |  |  |  |   |                                |                               |

1. Assign a mark of 0 when the adult learner’s performance does not correspond to any of the statements in the rubric.
2. The pass mark for each evaluation criterion is 60%, which corresponds to the level “Good” in the rubric.