IDC Human Resources Development Master Rubric

Competency	Distinguished	Competent	Developing	Unacceptable	Unable to Assess
HRD1: Develop written policies and procedures and implement best practices for hiring, onboarding, and mentoring new staff in accordance with legal mandates and professional standards	Creates and logistically sustains written policies and procedures and implement best practices for hiring, onboarding, and mentoring new staff in accordance with legal mandates and professional standards	Creates written policies and procedures and implement best practices for hiring, onboarding, and mentoring new staff in accordance with legal mandates	Creates some written policies and procedures for hiring, onboarding, and mentoring new staff	Neglects written policies and procedures for hiring, onboarding, and mentoring new staff, ignores legal mandates and professional standards	
Competency	**Distinguished**	**Competent**	**Developing**	**Unacceptable**	**Unable to Assess**
HRD2: Evaluate and implement best practices for developing, orienting, and supporting an active and engaged governing/advisory board	Institutes and shares replicable written policies and procedures that model best practices for developing, orienting, evaluating and supporting an active and engaged governing/advisory board	Institutes written policies and procedures for developing, orienting, evaluating and supporting a governing/advisory board	Attempts to create written policies and procedures for developing, orienting, and supporting governing/advisory boards	Promotes chaotic and/or confusing procedures that hinder the effectiveness of governing/advisory boards	
Competency	**Distinguished**	**Competent**	**Developing**	**Unacceptable**	**Unable to Assess**
HRD3: Apply and assess best practices supportive of optimal professional performance, professional staff interactions and ongoing staff development and engagement	Creates and logistically sustains written policies and procedures and implement best practices supportive of optimal professional performance, professional staff interactions and ongoing staff development and engagement	Implements and evaluates best practices supportive of professional performance and professional staff interactions	Creates some written policies and procedures supportive of professional performance and professional staff interactions	Neglects written policies and procedures supportive of professional performance and professional staff interactions	
Competency	**Distinguished**	**Competent**	**Developing**	**Unacceptable**	**Unable to Assess**

HRD4: Implement and evaluate best practices and provide reflective supervision that enhances professional staff interactions and promotes individualized staff development and collaboration within the context of unique roles	Models and promotes best practices, including reflective supervision, that enhances professional staff interactions and promotes individualized staff development.	Implements best practices, including reflective supervision, that enhances professional staff interactions and promotes individualized staff development.	Attempts to implement best practices, including reflective supervision, that enhances professional staff interactions and promotes individualized staff development.	Does not implement best practices, including reflective supervision, that enhances professional staff interactions and promotes individualized staff development.	

Level I—Beige   Level II—Blue   Level III—Purple