

Professional Experience – Reflection Rubric

The CPA Way	Level 0	Level 1	Level 2
Adopt the CPA Mindset	<ul style="list-style-type: none"> Exhibit a desire to learn from past experiences 	<p>In addition to Level 0:</p> <ul style="list-style-type: none"> Exhibit skepticism about own professional/ethical behaviour 	<p>In addition to Level 1:</p> <ul style="list-style-type: none"> Demonstrate insight into link between at least one CPA value (e.g., objectivity, due care, integrity) and own professional/ethical behaviour
Assess the Situation	<ul style="list-style-type: none"> Describe facts about the situation and step(s)/action(s) taken Identify at least one factor that is relevant to the situation: <ul style="list-style-type: none"> Stakeholder that is affected by decision(s)/ action(s) Professional value Something viewed as creative/ innovative 	<p>In addition to Level 0:</p> <ul style="list-style-type: none"> At least partially explain what was at stake Identify a wider range of factors that are relevant to the situation: <ul style="list-style-type: none"> Multiple relevant stakeholders, including the organization Objectives/goals/priorities More than one relevant professional value 	<p>In addition to Level 1:</p> <ul style="list-style-type: none"> Identify more than one potentially viable alternative
Analyze Major Issue(s)		<ul style="list-style-type: none"> Provides partial/superficial analysis (e.g., focus only on arguments in favor of action(s) taken), including at least one: <ul style="list-style-type: none"> Impact of action(s) taken on stakeholders and their goals/objectives/priorities How/why the situation involved a conflict in professional values Effect of creativity/innovation on actions and/or conclusions 	<p>In addition to Level 1:</p> <ul style="list-style-type: none"> Thoroughly explain/analyze alternatives and issues, including consideration of multiple viewpoints (e.g., address both pros and cons of alternatives/actions/conclusions)
Conclude and Advise	<ul style="list-style-type: none"> Attempt to describe at least one idea that would have made it easier to act, that could have been done differently, or that was learned from the situation 	<p>In addition to Level 0:</p> <ul style="list-style-type: none"> Provide at least 1-2 logical reason(s)/ conclusion(s) such as: <ul style="list-style-type: none"> Why course of action was taken How this experience is likely to have a positive effect on future behaviour 	<p>In addition to Level 1:</p> <ul style="list-style-type: none"> Identify criteria used and provide a reasonable and feasible conclusion about what would make future behavior more professional/ethical Recognize at least one significant limitation of action(s)/conclusion(s)

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<p>Communicate</p>	<ul style="list-style-type: none"> • Demonstrate an awareness that communication can be improved 	<p>In addition to Level 0:</p> <ul style="list-style-type: none"> • Provide at least 1-2 logical reason(s) to explain how communication achieved a purpose such as: <ul style="list-style-type: none"> ○ Obtained accurate and reliable information ○ Enhanced work performed ○ Met audience needs 	<p>In addition to Level 1:</p> <ul style="list-style-type: none"> • Provide reasonable and feasible conclusion about what would make future communication more effective • Recognize at least one significant limitation of future communication effectiveness