Program Name: _____

CLP Maintenance Rubric

Criteria	Excellent	Good	Poor
RELEVANT	The content can be directly linked to a program or training need. The content can be directly linked to specific job tasks and functions. The content aligns to multiple job roles at NPS.	The content is used as additional information to support job performance. The content aligns to at least one NPS job role.	The content has no relevant meaning to the audience. The content has no connection to NPS or park tasks. The content is low priority.
EDUCATIONAL	The content can support job performance in a meaningful and impactful way. The content aligns with job functions.	The content supports job functions. The content is considered as an "additional resource".	The content conflicts with other materials. The content has no real education value.
QUALITY	The title is relevant to the content. The content is free of spelling and grammatical errors, and is easy to read. All images used have titles, descriptions, and captions. The focus keyword is selected. The snippet is complete and relevant to the content. The content is free of broken links and the proper content team, tags, topics, competencies, resource type, and audience are selected. All content (documents and media) are accessible)	The title is relevant to the content. The content is free of spelling and grammatical errors. Images are missing titles, descriptions, and captions. The focus keyword is selected. The snippet is complete. The content is free of broken links and the proper content team, and tags are selected. Most content (documents and media) are accessible.	The title is NOT relevant to the content. The content contains spelling and grammatical errors, and is difficult to read. Images used are missing titles, descriptions, and captions. The focus keyword is not selected. The snippet is not complete and irrelevant to the content. The content contains broken links and the content team, tags, topics, competencies, resource type, and audience not are selected. Content is not accessible.
USAGE	The content gets a high rating from the CLP 5 Star feature and positive reviews. The content gets good feedback in the commons group. The content is often discussed in the field and/or in training.	The content gets an average rating in the CLP 5 Star feature. The content gets some recognition in the commons groups. The content is generally used in the field and sometimes used to support training.	The content gets no ratings from the CLP 5 Star feature. The content is not mentioned in the commons groups. The content is seldom downloaded or used by the user. The content is never used to support training.
LAST REVIEW	Content has been updated in the last 1-3 months. Content is the most current version.	Content has been updated in the last 3-6 months.	Content has not been updated in 6 months or longer.

AUTHOR	The author consistently updates and offers new content frequently. The content is owned by NPS and controlled by NPS authors.	The author has contributed to CLP in the last 3-6 months. The content is owned elsewhere but the content is from a reputable owner or any site that is managed by DOI and NPS.	The author is no longer with NPS, unknown, or is not cited. The content is owned elsewhere and the NPS owner has no control over the content when there are updates, or when the content is changed or deleted.
STATISTICS	The activity has a high registration (above 70%), and completion (above 30%) rates, as well as a low average completion time (under 2 days.)	The activity has an average registration (40-70%), and completion (20-30%) rates, as well as an average completion time (under 4 days.)	The activity has a low registration (below 40%), and completion (below 20%) rates, as well as a high average completion time (over 4 days.)

Any resource, training event, news shared on the CLP should align with this value statement.

NPS CLP Value Statement
The NPS Common Learning Portal serves as a key enabler of the NPS Learning and Performance Ecosystem. It provides a system for content management and collaborative functionality that allows users of any type, mission, or experience level to find and access formal and informal learning opportunities and network with communities of learning inquiry and practice (CLIP).

Curator's Name: _____

Notes: