For Student Leaders in the workplace
Select where you fall as a student leader

NAME: _____

	Beginning	Emerging	Developing	Accomplishing	Mastering
Outcome Domain: Knowledge acquisition, integration, construction and application					
Researching, accessing and synthesizing information	Demonstrates little to no knowledge of information related to his/her current position, nor any method of finding it. 1	Recalls information presented to him/her via orientation and on-the-job training. 2	Applies two or three methods of querying information not initially presented during orientation or on-the-job training, using internal and external sources (websites, policy manuals, social networks, etc) 3	Analyzes and processes information to confirm accuracy and trains other students to utilize resources. 4	Assesses trainings, workshops and information materials for accuracy and quality; develops new materials based on identified needs. 5
Knowledge of organization and university mission	Demonstrates little to no understanding of the organization and/or university mission. 1	Recognizes some general goals of the organization and the university. 2	Explains the university mission to others and how the organization works to further that mission. 3	Relates his/her own role and others' roles to the organization and university mission. 4	Assesses his/her impact on the university mission and makes decisions that have high positive impact on the learning 5
Outcome Domain: Cognitive complexity					
Thinking critically and creatively	Does not adapt to changing circumstances or respond to new opportunities. 1	Identifies changing circumstances or challenges but requires supervisor for direction. 2	Discovers possible new approaches to solve problems and seeks supervisor for feedback. 3	Analyzes challenges or circumstances in order to make justifiable decisions independently and seeks supervisor for clarification and questions. 4	Evaluates results of new approach after implementing changes and judges their effectiveness, demonstrating commitment and a fresh approach to solving problems or initiating new strategies. 5
Utilize information and data to make choices	Does not use data or information for job and does not ask questions to supervisor. 1	Describes general trends, but uses little data or information for job and does not ask questions or asks irrelevant questions to supervisor. 2	Seeks data and information for job and and starts to ask appropriate questions to supervisor. 3	Applies data and information to making choices on the job and considers how to improve quality and efficiency. Asks clarification questions to supervisor 4	Evaluates and compares all relevant data and information to recommend or implement changes and improve department performance. 5
Reflective Thinking	Does not engage in reflective thinking and does not acknowledge mistakes. 1	Identifies mistakes but does not change his or her behavior. 2	Sometimes reflects on mistakes and their causes, takes responsibility, and begins to consider how to ensure future positive outcomes. 3	Understands value of a mistake, consistently develops plans to improve and prevent the same mistake in the future. 4	Assesses personal behavior and experiences on a daily basis to improve self whether or not a mistake has been made. 5

Outcome Domain: Intrapersonal Development					
	Beginning	**Emerging**	**Developing**	**Accomplishing**	**Mastering**
Identifying personal ethics and values	Does not know his/her own values and how they influence actions and decisions. No congruence between stated values and actions.	Defines some general personal values, with loose application to his/her daily life.	Explains his/her own personal values, but does not always demonstrate consistency in actions.	Consistently applies his/her own personal values in making difficult decisions.	Assesses how his/her own personal values and worldview impact decision-making, and weighs them in making decisions.
	1	2	3	4	5

Outcome Domain: Interpersonal Development					
	Beginning	**Emerging**	**Developing**	**Accomplishing**	**Mastering**
Effective oral communication	Does not demonstrate effective oral communication skills.	Describes key points of information to another person.	Explains important information in an organized manner.	Conveys honest, detailed and accurate information in an organized and efficient manner to all audiences, including in public speaking.	Considers factors that affect how information will be received, such as audience, personalities, perspectives and context, and presents information in an organized and efficient manner; answers questions on the spot by audiences.
	1	2	3	4	5
Effective written communication	Does not demonstrate effective written communication skills.	Writes key points of information to another person or audience. Email has 5 or more errors in grammar and spelling.	Writes important information in an organized manner and elaborates if necessary. Email has less than 5 errors in grammar and spelling.	Analyzes how formatting, organization/content order and word choice affect message efficiency and therefore conveys information in an organized, professional and efficient manner, free of grammar and spelling errors.	Evaluates audience, personalities, perspectives and context to communicate at a high level of clarity, accuracy and effectiveness.
	1	2	3	4	5
Working as a team with co-workers	Does not demonstrate the ability to work on a team.	Lists several characteristics of good teamwork.	Demonstrates ideals of teamwork, including communication, cooperation and compromise.	Recognizes and utilizes his/her own strengths to improve teamwork and benefit an entire team.	Analyzes team dynamics and successfully works with the strengths and weaknesses of others to elevate team performance, motivate others and resolve conflicts.
	1	2	3	4	5
Demonstrating customer service skills	Does not demonstrate customer service skills.	Defines what constitutes good customer service.	Applies proper customer service techniques to optimize customer service based on individual needs of the customer.	Analyzes and predicts future customer needs based on experience, data and feedback.	Assesses existing data and feedback to develop, implement or propose new methods or policies to provide better customer service.
	1	2	3	4	5

Outcome Domain: Civic Engagement					
	Beginning	**Emerging**	**Developing**	**Accomplished**	**Mastering**
Identifying and acting on civic responsibilities	Is not involved on campus outside of classes and employment.	Identifies an event or organization that appeals to him/her and attends the event or organization meeting.	Demonstrates an understanding of an organization's purpose or function and joins the organization as an active member.	Takes on a leadership role in the organization; Explains to others the value of getting involved on campus, therefore creating a more engaged community.	Relates learned skills from his/her leadership position in an on-campus organization to the outside community and takes on responsibilities in the community outside of campus.
	1	2	3	4	5

Outcome Domain: Practical Competence					
	Beginning	**Emerging**	**Developing**	**Accomplished**	**Mastering**
Using technology to assist with duties and responsiblities	Has an understanding of basic computer skills, does not respond to work-related communication often.	Uses Micosoft Word and responds to work-related communication once a week.	Utilizes all Microsoft Office software and job-specific technology, and responds to work-related communication once a day.	Experiments with technology to benefit their area of employment and responds to work-related communication within 5 hours.	Evaluates current and new technology to improve quality and efficiency of their area of employment and responds to work-related communication 1-3 times a day.
	1	2	3	4	5
Understanding of professional standards and expectations	Does not demonstrate use of appropriate attire, attitude or language in a professional environment.	Wears appropriate attire but uses inappropriate language and has a negative attitude in a professional environment.	Wears appropriate attire and uses appropriate language but has a negative attitude in a professional environment.	Wears appropriate attire, uses appropriate language and has a positive attitude in a professional environment.	Exemplifies appropriate attire, attitude and use of language in a professional environment and challenges others to meet the same standard.
	1	2	3	4	5
Organization and Time Management	Is often late for work (2 times a week) and does not complete tasks in a timely manner.	Is rarely late for work (less than 2 times a month) and completes 75% of tasks in a timely manner.	Is not late for work. Student prioritizes tasks and finishes on time.	Prioritizes and balances multiple tasks and finishes on time.	Predicts others' needs; values saving others' time. Seeks new methods for organization and explains to others.
	1	2	3	4	5