

Scoring Rubric

SETON HALL UNIVERSITY

Academic/ Career Successfully Advisement Skills displays an a help students	bility to help	lays an ability to	Occasionally	Does not display an
help students	• •			Doco not display all
help students		students	displays the ability	ability to help
	s ident	ify choices and	to help students	students identify
identify choic	es and make	e responsible	identify choices and	choices and make
make respor	sible decis	sions related to	make responsible	responsible
decisions rel	ated to acad	emic and/or	decisions related to	decisions related to
academic an		essional career	academic and/or	academic and/or
professional			professional career	professional career
Assessment Skills Effectively pl		s, gathers, and	Occasionally plans,	Does not plan,
gathers, and		zes evidence	gathers, and	gather, and analyze
analyzes evi		scribe and	analyzes evidence	evidence to
to describe a		ove the quality	to describe and	describe and
improve the		effectiveness of	improve the quality	improve the quality
and effective		nstitution	and effectiveness of	and effectiveness of
the institution			the institution	the institution
Communication Clearly expre		esses ideas	Occasionally	Does not express
Skills ideas both in		in oral	expresses ideas	ideas both in oral
presentation		entations and in	both in oral	presentations and in
writing; effec		0,	presentations and in	writing; displays an
communicate		municates with	writing; may display	inability to
different aud		ent audiences	an ability to	communicate with
(e.g. student	· •	students, staff,	communicate with	different audiences
faculty, pare	nts) facul	ty, parents)	different audiences	(e.g. students, staff,
			(e.g. students, staff,	faculty, parents)
			faculty, parents)	<u> </u>
Critical Thinking Effectively re		ches logical	Occasionally	Does not reach
Skills logical conclu		lusions;	reaches logical	logical conclusions;
successfully		ays the ability	conclusions; may	does not display the
displays the	-	ake appropriate	displays the ability to make appropriate	ability to make
to make app decisions		50115	decisions	appropriate decisions
Interpersonal Successfully	Intor	acts and	Occasionally	Does not interacts
Skills interacts and		olishes effective	interacts and	and establishes
establishes e		onships with	establishes effective	effective
relationships		ents and	relationships with	relationships with
students and		bers of the	students and	students and
members of			members of the	members of the
institution		ation	institution	institution
	nd Read	ches logical	Occasionally	Does not reach
Judgment Effectively and efficiently rea		lusions;	reaches logical	logical conclusions;
logical and		ays ability to	conclusions; does	makes poor
responsible		e sufficient	not fully make	decisions
conclusions;		sions with	appropriate	
demonstrate			decisions	
quality decis	5	mation		
making				

Leadership	Successfully involves other in solving problems; recognizes when to display leadership qualities in interaction and direction	Displays an ability to involve others; understands when direction is appropriate; provides sufficient interactions with group members to accomplish a task	Occasionally involves others in solving problems; may recognize when a group requires direction	Does not get others involved in solving problems; does not recognize when a group requires direction; lacks group interaction skills
Multicultural Competence	Successfully displays a comprehensive awareness, knowledge, and skills needed to work and communicate cross- culturally	Displays an awareness, knowledge, and skills needed to work and communicate cross- culturally	Occasionally displays an awareness, knowledge, and skills needed to work and communicate cross- culturally	Does not display an awareness, knowledge, and skills needed to work and communicate cross- culturally
Organizational Skills	Efficiently develops strategies for the successful navigation of time, deadline, and productivity in an optimal fashion	Displays a sufficient ability to develops strategies for the successful navigation of time, deadline, and productivity	Demonstrates the potential to develops strategies for the successful navigation of time, deadline, and productivity	Lack of ability to develops strategies for the successful navigation of time, deadline, and productivity
Problem-Solving Skills	Successfully seeks out relevant data; possesses ability to accurately analyze complex information required in problem solving	Seeks out necessary data; reviews information required to handle a problem situation	Shows capability to seek information; does not fully review necessary information required in problem solving	Does not seek out relevant data; does not analyze complex information when dealing with a problem situation
Supervision Skills	Effectively displays the ability to plan, schedule, and control work and strategic planning of an administrative team and/or institutional members	Displays the ability to plan, schedule, and control work and strategic planning of an administrative team and/or institutional members	Occasionally displays the ability to plan, schedule, and control work and strategic planning of an administrative team and/or institutional members	Does not display the ability to plan, schedule, and control work and strategic planning of an administrative team and/or institutional members
Teamwork/ Collaborative Skills	Successfully collaborates with other members of institutional environment to achieve a stated goal	Collaborates with other members of institutional environment to achieve a stated goal	Occasionally collaborates with other members of institutional environment to achieve a stated goal	Does not collaborate with other members of institutional environment; does not display the ability to achieve a stated goal