



Scoring Rubric

Competency Skill	Excellent	Adequate	Needs Attention	Insufficient
Academic/ Career Advisement Skills	Successfully displays an ability to help students identify choices and make responsible decisions related to academic and/or professional career	Displays an ability to help students identify choices and make responsible decisions related to academic and/or professional career	Occasionally displays the ability to help students identify choices and make responsible decisions related to academic and/or professional career	Does not display an ability to help students identify choices and make responsible decisions related to academic and/or professional career
Assessment Skills	Effectively plans, gathers, and analyzes evidence to describe and improve the quality and effectiveness of the institution	Plans, gathers, and analyzes evidence to describe and improve the quality and effectiveness of the institution	Occasionally plans, gathers, and analyzes evidence to describe and improve the quality and effectiveness of the institution	Does not plan, gather, and analyze evidence to describe and improve the quality and effectiveness of the institution
Communication Skills	Clearly expresses ideas both in oral presentations and in writing; effectively communicates with different audiences (e.g. students, staff, faculty, parents)	Expresses ideas both in oral presentations and in writing; communicates with different audiences (e.g. students, staff, faculty, parents)	Occasionally expresses ideas both in oral presentations and in writing; may display an ability to communicate with different audiences (e.g. students, staff, faculty, parents)	Does not express ideas both in oral presentations and in writing; displays an inability to communicate with different audiences (e.g. students, staff, faculty, parents)
Critical Thinking Skills	Effectively reaches logical conclusions; successfully displays the ability to make appropriate decisions	Reaches logical conclusions; displays the ability to make appropriate decisions	Occasionally reaches logical conclusions; may display the ability to make appropriate decisions	Does not reach logical conclusions; does not display the ability to make appropriate decisions
Interpersonal Skills	Successfully interacts and establishes effective relationships with students and members of the institution	Interacts and establishes effective relationships with students and members of the institution	Occasionally interacts and establishes effective relationships with students and members of the institution	Does not interact and establishes effective relationships with students and members of the institution
Judgment	Effectively and efficiently reaches logical and responsible conclusions; demonstrates high quality decision making	Reaches logical conclusions; displays ability to make sufficient decisions with available information	Occasionally reaches logical conclusions; does not fully make appropriate decisions	Does not reach logical conclusions; makes poor decisions

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