Graduate Student Employee of the Year: Scoring Rubric

Student Employee of the Year nominations will be evaluated by a committee using this scoring rubric.

Criteria	Excellent (3 pts) Nominator provided specific details and examples about how the student exceeded the criteria listed	Good (2 pts) Nominator provided specific details and examples about how the student met the criteria listed	Fair (1 pt) Nominator provided specific details about the nominee's job contributions but did not clearly relate it to the criteria listed
Diversity & Inclusion	Demonstrates a willingness to examine own biases and assumptions; responds curiously to differing ideas; seeks input from all impacted parties. Values diversity in backgrounds, experience, and tenure; actively includes others in projects, discussions, and problem-solving.	Acknowledges the support and contributions of others in achieving results; demonstrates empathy and compassion for others; is flexible, open and receptive to new information, ideas and approaches; shows respect and value for the unique contributions of each associate.	Demonstrates a willingness to listen to and accept new ideas, alternatives and perspectives; Values and supports differences in others, contributing to an inclusive work environment.
Impact	Expands job's role in a positive way; Makes a distinctive contribution that will have a lasting positive impact on the department / university.	Suggests and helps implement an idea that has a positive, tangible impact on the department or brings positive recognition to the department.	Performs at a higher level than most student employees; raises the bar.
Professionalism, Effective Communication & Interpersonal Skills	Actively fosters a positive work atmosphere; communicates effectively with all audiences; builds credibility with stakeholders, customers, and teammates. Aligns	Collaborates effectively with peers, leaders, and stakeholders; uses persuasion appropriately; addresses problems constructively; takes responsibility for quality work. Goal-oriented, calm under	Communicates effectively with manager, peers, department leadership and unit stakeholders; works cooperatively and has a sense of urgency and positive action; respectful of co-workers,

	actions with the mission, upholds ethical standards, leads by example, inspires enthusiasm, and remains calm to diffuse challenging situations.	pressure, responsive to feedback, and committed to success and personal growth.	customers/clients, and property.
Leadership	Student enthusiastically takes on the task of training new student employees and informally acts as a mentor; student acts as an agent of change to support the implementation of new ideas.	Student will sometimes take the leads on projects and is willing to assist with training of new staff.	Student's position requires a supervisory component, they are not resistant to change and has led a training session for fellow student employees.