

Professionalism and Productivity Rubric

Demonstrate authentic professional presence through setting and accomplishing goals and producing high quality results while responsibly keeping interests of the larger community in mind. Exhibit integrity, accountability, resilience, adaptability, good judgment, humility, and drive.

Professionalism and Productivity Skills, Attributes, and Habits

- Adapting to Change, New Individuals, and New Situations
- Setting and Accomplishing SMART Goals
- Producing Quality Results
- Exhibiting Resilience
- Being Motivated
- Exhibiting Cooperative and Supportive Behaviors
- Organizing and Managing Time, Responsibilities, and Projects
- Exhibiting Innovative and Creative Thinking
- Maintaining a Healthy Lifestyle
- Developing and Practicing Financial Literacy Skills

| Components | Beginning 1 | Developing 2 | Accomplished 3 | Exemplary 4 | Score |
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| | [Also see “Comprehensive Professionalism” Rubrics from other universities: •Aims Community College Professionalism Rubric •Bellevue University Professional and Personal Disposition Rubric •Iowa State University Professionalism Rubric •Northern Arizona University Professionalism Rubric | | | | |

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| | <ul style="list-style-type: none"> •Rogue Community College Work Ethic and Professional Presence Rubric •Rollins College Personal Development Rubric •University of Arizona Professionalism Rubric •University of Colorado Professionalism Rubric •University of Vermont Professionalism Rubric | | | | |
| <p>Adapting to Change, Different Individuals, New Teams, New Situations, Re-Organizations, and New Organizations</p> | <ul style="list-style-type: none"> •Never thinks ahead and anticipates potential changes •Never creates contingency or backup plans •Never moves forward and adapts when unanticipated change occurs •Never stays positive amidst change •Never keeps an open mind to new possibilities and different perspectives | <ul style="list-style-type: none"> •Rarely thinks ahead and anticipates potential changes •Rarely creates contingency or backup plans •Rarely moves forward and adapts when unanticipated change occurs •Rarely stays positive amidst change •Rarely keeps an open mind to new possibilities and different perspectives | <ul style="list-style-type: none"> •Sometimes thinks ahead and anticipates potential changes •Sometimes creates contingency or backup plans •Sometimes moves forward and adapts when unanticipated change occurs •Sometimes stays positive amidst change •Sometimes keeps an open mind to new possibilities and different perspectives | <ul style="list-style-type: none"> •Almost always thinks ahead and anticipates potential changes •Almost always creates contingency or backup plans •Almost always moves forward and adapts when unanticipated change occurs •Almost always stays positive amidst change •Almost always keeps an open mind to new possibilities and different perspectives | |
| | <p>[Also see “Adaptability/Flexibility” rubrics from other universities:</p> <ul style="list-style-type: none"> •Clemson University | | | | |

| | Adaptability Rubric | | | | |
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| Setting and Accomplishing SMART Goals: Specific, Measurable, Attainable, Realistic, Time Bound | <ul style="list-style-type: none"> •Never sets and, accomplishes SMART goals | <ul style="list-style-type: none"> •Rarely sets and, accomplishes SMART goals | <ul style="list-style-type: none"> •Sometimes sets and accomplishes SMART goals | <ul style="list-style-type: none"> •Almost always sets and accomplishes SMART goals | |
| Producing Quality Results (e.g., Having High Internal Standard of Excellence) | <ul style="list-style-type: none"> •Never produces quality results •Never has high standards of excellence | <ul style="list-style-type: none"> •Rarely produces quality results •Rarely has high standards of excellence | <ul style="list-style-type: none"> •Sometimes produces quality results •Sometimes has high standards of excellence | <ul style="list-style-type: none"> •Almost always produces quality results •Almost always has high standards of excellence | |
| Exhibiting Resilience (e.g., Persevering, Persisting, Being Tenacious, and Constructively Pushing through Failure) | <ul style="list-style-type: none"> •Never pushes through obstacles or failures •Never perseveres or persists through difficulties or setbacks | <ul style="list-style-type: none"> •Rarely pushes through obstacles or failures •Rarely perseveres or persists through difficulties or setbacks | <ul style="list-style-type: none"> •Sometimes pushes through obstacles or failures •Sometimes perseveres or persists through difficulties or setbacks | <ul style="list-style-type: none"> •Almost always pushes through obstacles or failures •Almost always perseveres or persists through difficulties or setbacks | |
| Being Motivated (e.g., Exhibiting Drive, Commitment, Preparedness, and Reliability; Taking Initiative, Working and Learning Independently) | <ul style="list-style-type: none"> •Is never motivated •Never exhibits drive, commitment, preparedness, and reliability •Never takes initiative •Never works and learns independently of others | <ul style="list-style-type: none"> •Is rarely motivated •Rarely exhibits drive, commitment, preparedness, and reliability •Rarely takes initiative •Rarely works and learns independently of others | <ul style="list-style-type: none"> •Is sometimes motivated •Sometimes exhibits drive, commitment, preparedness, and reliability •Sometimes takes initiative •Sometimes works and learns independently of others | <ul style="list-style-type: none"> •Is almost always motivated •Almost always exhibits drive, commitment, preparedness, and reliability •Almost always takes initiative •Almost always works and learns independently of others | |

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| <p>Exhibiting Cooperative and Supportive Behaviors (e.g., Having Collaborative Interactions, Respecting, Being a Team Player, Displaying Healthy Competitiveness)</p> | <ul style="list-style-type: none"> •Never exhibits cooperative and supportive behaviors •Interactions with others are never collaborative •Never respects others •Never contributes to or adds value to teams that one is a member of •Almost always displays unhealthy competitiveness to the detriment of teammates and the organization | <ul style="list-style-type: none"> •Rarely exhibits cooperative and supportive behaviors •Interactions with others are rarely collaborative •Rarely respects others •Rarely contributes to or adds value to teams that one is a member of •Sometimes displays unhealthy competitiveness to the detriment of teammates and the organization | <ul style="list-style-type: none"> •Sometimes exhibits cooperative and supportive behaviors •Interactions with others are sometimes collaborative •Sometimes respects others •Sometimes contributes to or adds value to teams that one is a member of •Rarely displays unhealthy competitiveness to the detriment of teammates and the organization | <ul style="list-style-type: none"> •Almost always exhibits cooperative and supportive behaviors •Interactions with others are almost always collaborative •Almost always respects others •Almost always contributes to or adds value to teams that one is a member of •Almost never displays unhealthy competitiveness to the detriment of teammates and the organization | |
| <p>Organizing and Managing Time, Responsibilities, and Projects</p> | <ul style="list-style-type: none"> •Is never organized •Never manages time appropriately •Never prioritizes responsibilities •Never multitasks effectively •Never meticulously manages projects or plans events | <ul style="list-style-type: none"> •Is rarely organized •Rarely manages time appropriately •Rarely prioritizes responsibilities •Rarely multitasks effectively •Rarely meticulously manages projects or plans events | <ul style="list-style-type: none"> •Is sometimes organized •Sometimes manages time appropriately •Sometimes prioritizes responsibilities •Sometimes multitasks effectively •Sometimes meticulously manages projects or plans events | <ul style="list-style-type: none"> •Is almost always organized •Almost always manages time appropriately •Almost always prioritizes responsibilities •Almost always multitasks effectively •Almost always meticulously manages projects or plans events | |
| | <p>[Also see “Project Management” and “Risk Management” rubrics from other universities: <ul style="list-style-type: none"> •Texas A&M University Project Management Rubric •Texas A&M Risk Management Rubric </p> | | | | |

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| <p>Exhibiting Innovative and Creative Thinking</p> | <ul style="list-style-type: none"> •Never exhibits innovative or creative thinking •Is never capable of innovatively improving or changing existing programs or processes •Never puts together seemingly unrelated items to create something new •Never takes ideas from other disciplines/fields and adapts these to a new discipline/field | <ul style="list-style-type: none"> •Rarely exhibits innovative or creative thinking •Is rarely capable of innovatively improving or changing existing programs or processes •Rarely puts together seemingly unrelated items to create something new •Rarely takes ideas from other disciplines/fields and adapts these to a new discipline/field | <ul style="list-style-type: none"> •Sometimes exhibits innovative or creative thinking •Is sometimes capable of innovatively improving or changing existing programs or processes •Sometimes puts together seemingly unrelated items to create something new •Sometimes takes ideas from other disciplines/fields and adapts these to a new discipline/field | <ul style="list-style-type: none"> •Almost always exhibits innovative or creative thinking •Is almost always capable of innovatively improving or changing existing programs or processes •Almost always puts together seemingly unrelated items to create something new •Almost always takes ideas from other disciplines/fields and adapts these to a new discipline/field | |
| <p>Maintaining a Healthy Lifestyle</p> | <ul style="list-style-type: none"> •Never maintains a healthy lifestyle •Never manages stress •Never eats healthy •Never exercises •Never finds a personal balance between job and other activities •Never takes action to support one’s mental/emotional health | <ul style="list-style-type: none"> •Rarely maintains a healthy lifestyle •Rarely manages stress •Rarely eats healthy •Rarely exercises •Rarely finds a personal balance between job and other activities •Rarely takes action to support one’s mental/emotional health | <ul style="list-style-type: none"> •Sometimes maintains a healthy lifestyle •Sometimes manages stress •Sometimes eats healthy •Sometimes exercises •Sometimes finds a personal balance between job and other activities •Sometimes takes action to support one’s mental/emotional health | <ul style="list-style-type: none"> •Almost always maintains a healthy lifestyle •Almost always manages stress •Almost always eats healthy •Almost always exercises •Almost always finds a personal balance between job and other activities •Almost always takes action to support one’s mental/emotional health | |
| | <p>[Also see “Health and Wellness” rubrics from other universities:</p> <ul style="list-style-type: none"> •Northern Arizona University Health and Wellness | | | | |

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| | Rubric •Rollins College Health Behaviors Rubric | | | | |
| Developing and Practicing Financial Literacy Skills | <ul style="list-style-type: none"> •Never develops and practices financial literacy skills •Never creates and maintains a budget •Never understands and takes advantage of workplace benefits packages •Never understands and takes advantage of opportunities to save and invest for the future | <ul style="list-style-type: none"> •Rarely develops and practices financial literacy skills •Rarely creates and maintains a budget •Rarely understands and takes advantage of workplace benefits packages •Rarely understands and takes advantage of opportunities to save and invest for the future | <ul style="list-style-type: none"> •Sometimes develops and practices financial literacy skills •Sometimes creates and maintains a budget •Sometimes understands and takes advantage of workplace benefits packages •Sometimes understands and takes advantage of opportunities to save and invest for the future | <ul style="list-style-type: none"> •Almost always develops and practices financial literacy skills •Almost always creates and maintains a budget •Almost always understands and takes advantage of workplace benefits packages •Almost always understands and takes advantage of opportunities to save and invest for the future | |