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.

Projecting Professional Presence
-Attire and Accessories
-Grooming, Piercings, and Tatoos
-Manners and Etiquette
-Personal Conduct, Demeanor, and Behavior
-Positive Body Language

Components	Beginning 1	Developing 2	Accomplished 3	Exemplary 4	Score
	[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 •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				
Projecting Professional Presence: Attire and Accessories	•Attire is not acceptable for a particular situation or environment (e.g., wearing inappropriate attire for a job that requires extensive, in person customer/client interaction) •Attire always violates dress code policies or expectations •Attire is always disrespectful of cultural norms in a particular geographic location •Attire is always wrinkled, sloppy in appearance, and not maintained (e.g., missing buttons, holes, showing signs of excessive wear, threadbare) •Attire never takes into account one's body style (e.g., extremely loose or tight,	•Attire is rarely acceptable for a particular situation or environment •Attire almost always violates dress code policies or expectations •Attire is rarely respectful of cultural norms in a particular geographic location •Attire is often wrinkled, sloppy in appearance, and not maintained •Attire rarely takes into account one's body style •Accessories rarely complement clothing •Accessories are often distracting	•Attire is sometimes acceptable for a particular situation or environment •Attire sometimes violates dress code policies or expectations •Attire is sometimes respectful of cultural norms in a particular geographic location •Attire is sometimes wrinkled, sloppy in appearance, and not maintained •Attire sometimes takes into account one's body style •Accessories sometimes complement clothing •Accessories are sometimes distracting	•Attire is almost always acceptable for a particular situation or environment •Attire rarely violates dress code policies or expectations •Attire is almost always respectful of cultural norms in a particular geographic location •Attire is almost never wrinkled, sloppy in appearance, and not maintained •Attire almost always takes into account one's body style •Accessories almost always complement clothing •Accessories are almost never distracting	

	inappropriate length or cleavage, overly revealing fabrics, inappropriate or missing undergarments) •Accessories (e.g., belts, shoes, jewelry) never complement clothing •Accessories are always distracting (e.g., too shiny, too large or overpowering, makes too much noise or movement, is offensive)				
Projecting Professional Presence: Grooming, Piercings, and Tatoos	•Appropriate grooming habits are never practiced (e.g., un-styled or uncombed hair, dandruff, overpowering colognes or perfumes, offensive odors, un-brushed teeth, sloppy makeup or nails) •Piercings and tattoos never align with employer's culture or standards	•Appropriate grooming habits are rarely practiced •Piercings and tattoos rarely align with employer's culture or standards	•Appropriate grooming habits are sometimes practiced •Piercings and tattoos sometimes align with employer's culture or standards	•Appropriate grooming habits are almost always practiced •Piercings and tattoos almost always align with employer's culture or standards	
Projecting Professional Presence: Manners and Etiquette	•Never appropriately introduces self and greets others •Never initiates and maintains conversations •Always disrespects or shows	•Rarely appropriately introduces self and greets others •Rarely initiates and maintains conversations •Rarely respects or shows sensitivity to the	•Sometimes appropriately introduces self and greets others •Sometimes initiates and maintains conversations •Sometimes respects or shows	•Almost always appropriately introduces self and greets others •Almost always initiates and maintains conversations •Almost always respects or shows	

	insensitivity to the customs and cultural mores of others •Never expresses appreciation or gratitude •Never shows awareness of appropriate dining rules and manners •Is never courteous and polite in behaviors toward others •Always becomes overly emotional in difficult situations •Is always late to or always no-shows meetings or events •Always discusses inappropriate topics (e.g., religion, politics, gossip) with persons one does not know well	customs and cultural mores of others •Rarely expresses appreciation or gratitude •Rarely shows awareness of appropriate dining rules and manners •Rarely is courteous and polite in behaviors toward others •Sometimes becomes overly emotional in difficult situations •Is sometimes late to or sometimes no-shows meetings or events •Sometimes discusses inappropriate topics with persons one does not know well	sensitivity to the customs and cultural mores of others •Sometimes expresses appreciation or gratitude •Sometimes shows awareness of appropriate dining rules and manners •Sometimes is courteous and polite in behaviors toward others •Rarely becomes overly emotional in difficult situations •Is rarely late to or rarely no-shows meetings or events •Rarely discusses inappropriate topics with persons one does not know well	sensitivity to the customs and cultural mores of others •Almost always expresses appreciation or gratitude •Almost always shows awareness of appropriate dining rules and manners •Almost always is courteous and polite in behaviors toward others •Almost never becomes overly emotional in difficult situations •Is almost never late to or almost never no-shows meetings or events •Almost never discusses inappropriate topics with persons one does not know well	
Projecting Professional Presence: Personal Conduct, Demeanor, and Behavior	•Never adheres to policies and rules by which one is bound •Never takes responsibility and is accountable for actions, decisions, and behaviors •Is never able to admit to or learn from failure •Never shows good judgment when making decisions •Never exhibits integrity (e.g.,	•Rarely adheres to policies and rules by which one is bound •Rarely takes responsibility and is accountable for actions, decisions, and behaviors •Is rarely able to admit to or learn from failure •Rarely shows good judgment when making decisions •Rarely exhibits	•Sometimes adheres to policies and rules by which one is bound •Sometimes takes responsibility and is accountable for actions, decisions, and behaviors •Is sometimes able to admit to or learn from failure •Sometimes shows good judgment when	•Almost always adheres to policies and rules by which one is bound •Almost always takes responsibility and is accountable for actions, decisions, and behaviors •Is almost always able to admit to or learn from failure •Almost always shows good judgment when making decisions	

	behaviors and actions never match statements and promises) •Never shows respect for persons with backgrounds and perspectives different from one's own •Always behaves and acts in ways that raise ethical concerns •Never respects confidentiality	integrity •Rarely shows respect for persons with backgrounds and perspectives different from one's own •Sometimes behaves and acts in ways that raise ethical concerns •Rarely respects confidentiality	making decisions •Sometimes exhibits integrity •Sometimes shows respect for persons with backgrounds and perspectives different from one's own •Rarely behaves and acts in ways that raise ethical concerns •Sometimes respects confidentiality	•Almost always exhibits integrity •Almost always shows respect for persons with backgrounds and perspectives different from one's own •Almost never behaves and acts in ways that raise ethical concerns •Almost always respects confidentiality	
	[Also see "Ethical Reasoning, Integrity, and Social Responsibility" rubrics from other universities: •Lawrence Technological University Ethics Rubric •Thompson Rivers University Ethics and Social Responsibility Rubric •AAC&U Ethical Reasoning Rubric •University of Baltimore Ethical Decision Making Rubric				
Projecting Professional Presence: Positive Body Language	•Never exudes confidence in oneself when around others •Never makes eye contact when speaking •Handshake is never firm and confident •Never maintains straight posture	•Rarely exudes confidence in oneself when around others •Rarely makes eye contact when speaking •Handshake is rarely firm and confident •Rarely maintains straight	•Sometimes exudes confidence in oneself when around others •Sometimes makes eye contact when speaking •Handshake is sometimes firm and confident	•Almost always exudes confidence in oneself when around others •Almost always makes eye contact when speaking •Handshake is almost always firm and confident	

	when standing or sitting •Always uses closed body language (e.g., does not face the person speaking, folds arms, appears to not be listening) •Is never approachable (e.g., pleasant facial expression, welcoming body language, not staring at phone or computer, avoids inserted earbuds, avoids wearing dark glasses or hats that shade eyes) •Facial expressions and gestures are always excessive and exaggerated	posture when standing or sitting •Sometimes uses closed body language •Is rarely approachable •Facial expressions and gestures are sometimes excessive and exaggerated	•Sometimes maintains straight posture when standing or sitting •Rarely uses closed body language •Is sometimes approachable •Facial expressions and gestures are rarely excessive and exaggerated	•Almost always maintains straight posture when standing or sitting •Almost never uses closed body language •Is almost always approachable •Facial expressions and gestures are almost never excessive and exaggerated