

Graduate Student Employee of the Year Rubric

Criteria	Excellent (3pts)	Good (2pts)	Fair (1pt)
	Nominator provided specific details and examples about how the student exceeded the criteria listed.	Nominator provided specific details and examples about how the student met the criteria listed.	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, assumptions, and attitudes; responds with curiosity when someone expresses an idea, even if he/she/they disagree; proactively seeks opinions of all impacted parties. Looks for diversity in backgrounds, tenure, experience; invites others into 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.

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Professionalism, Effective Communication & Interpersonal Skills	Actively promotes a positive atmosphere at work; communicates skillfully and appropriately for every audience; Establishes and maintains credibility with stakeholders, customers, and teammates; aligns self with department's / university's mission and takes personal responsibility for advancing that mission; demonstrates high ethical standards; leads by example; inspires enthusiasm; maintains calm and helps diffuse difficult situations.	Collaborates well with peers, manager, department leadership and unit stakeholders; Employs appropriate methods of persuasion when soliciting agreement; addresses problems constructively; takes personal responsibility for doing a good job; goal-oriented; stays calm in difficult situations; responds constructively to feedback; and maintains sense of commitment to success, personal achievement, and satisfaction.	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, 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