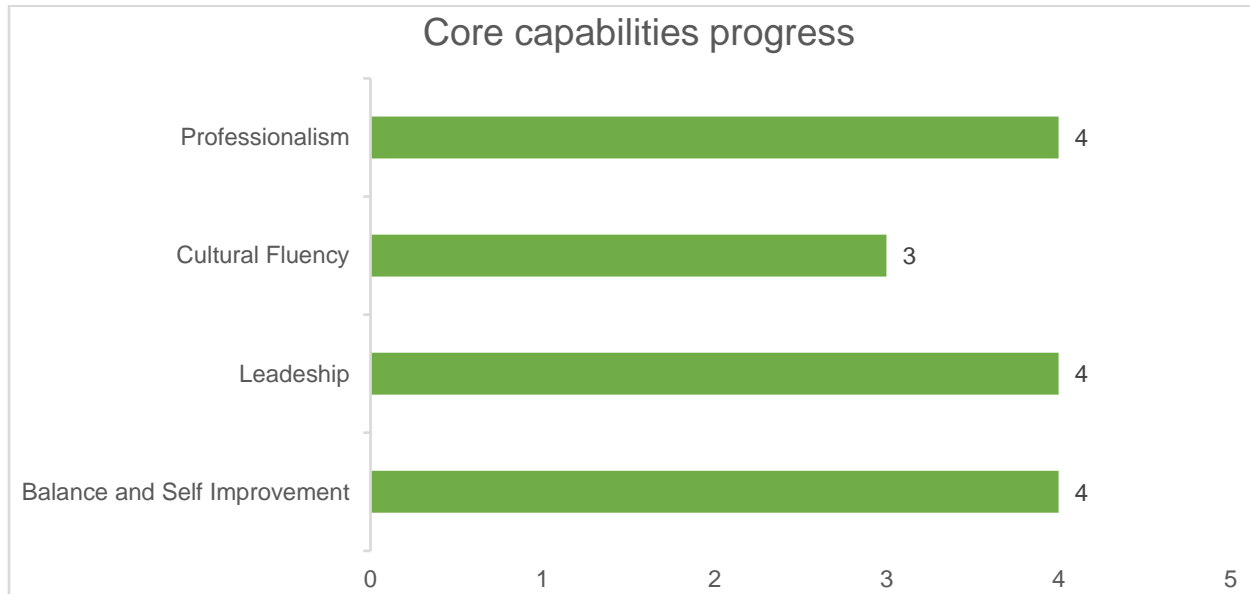


Leader Capabilities Review

Position: Name:

The purpose of this rubric is to give you feedback on your leadership skills through an assessment of the core capabilities used during your time at a certain position. Please keep in mind that most students and even professionals are not “outstanding leaders” and that this assessment serves solely to help you with your leadership and professional development. Thank you for volunteering to serve in a leadership position and for your service to the AUP community!



**The rating for each section is an average of the 4 capabilities that integrate it.*

Comments:

Student Leadership Office

Capabilities	Struggling (1)	Emerging (2)	Reliable (3)	Exemplary (4)	Outstanding (5)
Professionalism					
<p>Presentation</p> <ul style="list-style-type: none"> -Demonstrates professional behavior -Makes a good first impression (interviews, dress code, email etiquette etc.) 	Doesn't show up to meetings, doesn't respect confidentiality or other collaborators.	No behavioral issues but may not always be tactful or professionally mature.	Is a solid team member overall and therefore inspires trust from colleagues.	Is looked-up to by colleagues. Demonstrates a strong work ethic and professional behavior.	Demonstrates impeccable integrity and behaves very professionally. Sets the tone and has a positive influence on the team.
<p>Specialized</p> <ul style="list-style-type: none"> -Demonstrate knowledge in the designated role -Brings specialized skills to the team 	Struggles to master the skills needed to do the job by the end of the semester.	Brings many qualities to the team, but perhaps this is a first experience outside the classroom and there is a steep learning curve.	Demonstrates mastery in a set of hands-on skills.	Brings a wider range of skills than average and is ready to use these skills in a professional environment (job or professional internship).	Demonstrates professional-level performance and/or brings expertise from prior professional experience.
<p>Results-focused</p> <ul style="list-style-type: none"> -Completes assigned tasks in a timely manner -Executes self-started projects 	Doesn't complete tasks or ask to reassign them under special circumstances. May have great ideas but little or no follow through.	Completes most assigned tasks on time but isn't ready to take initiatives on new projects.	Completes the quasi-totality of tasks in a timely manner and/or communicates challenges. Takes initiative and is able to make progress but may need guidance.	Completes all tasks at a competitive speed (and/or communicates challenges when needed). Takes initiative and carries out new projects independently.	Exceeds expectations with assigned tasks and/or executes outstanding additional projects.

<p>Career-consciousness -Can articulate how this experience fits into larger career goals Is motivated and driven by relevant long-term goals</p>	<p>Committed to this activity without a clear vision or research; may lose motivation, not follow through on commitment and/or feel frustrated</p>	<p>Still unsure of professional goals and/or major (as are many college students!). Maybe this was an exploration and not the #1 priority but a learning experience nonetheless</p>	<p>May not have clear career goals but understands how this experience is beneficial; remains motivated to build skills and experience</p>	<p>Understands how this experience fits into long-term career goals. Is motivated to learn, to build skills and experience for the future. Completed the GPS program.</p>	<p>Is not only motivated but passionate about the chosen field, and it shows! It's apparent that career resources were used; completed the GPS program.</p>
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Cultural Fluency

<p>Respect Due regard for the feelings, abilities, qualities, or achievement of another person</p>	<p>Is impulsive, doesn't listen and/or care to understand other perspectives. Does not care for ethics.</p>	<p>Listens but can sometimes be stubborn in their views/not truly open to taking another person's point of view into account.</p>	<p>Tolerate differences in ideas, opinions, and methods. Makes efforts to understand other points of view, to get informed before expressing an opinion.</p>	<p>Is diplomatic and able to have constructive dialogue when there are differences in opinion.</p>	<p>Tolerate differences in ideas, opinions, and methods. Makes efforts to understand the interlocutor. Hears different sides of the story and gets informed before expressing an opinion. Guided by ethics and principles</p>
<p>Curiosity A strong desire to know or learn something. You enjoy listening and asking relevant questions.</p>	<p>Doesn't demonstrate any curiosity toward different cultures, different ways of living. Adverse to change.</p>	<p>Enjoys listening and asking relevant questions.</p>	<p>Methodic in the quest for information. Not change adverse.</p>	<p>Desire to understand both the big picture and the details.</p>	<p>Value what is different. Finds joy in encountering new cultural expressions. Enjoys experimenting concepts and theories for oneself.</p>

<p>Communication & Language skills The ability to convey or share ideas and feelings effectively.</p>	<p>Doesn't demonstrate any interest toward learning new languages. Is not clear or constructive in email responses.</p>	<p>Tries to communicate but is misinterpreted frequently.</p>	<p>Communicates when required. Understands non-spoken communication. Good writing skills. Capable of sharing ideas.</p>	<p>Good public speaker. Good writing skills. Maintains an open dialogue. Interested in learning how to communicate through diverse platforms.</p>	<p>Might speak more than one language. Understands different non-spoken communication. Excellent writing skills. Good knowledge of different channels - such as Social Media - and tools - such as Canva, Grammarly. Great interpersonal communication and public speaking Design and layout skills</p>
<p>Acknowledge, value & cherish Empathy. The regard that something is held to deserve, the ability to recognize the worth of something.</p>	<p>Does not value diverse points of view. Looks down on other people. Always prefers his/her way.</p>	<p>Makes the effort to appreciate ideas and projects brought up by others. However, finds it hard to admit they are the best choice.</p>	<p>Makes the effort to always ask for the ideas of others. Sometimes he/she prefers those products to his/hers.</p>	<p>Emphatic. Values other's ideas and opinions. Celebrates the creativity of others. Integrates diversity into the projects.</p>	<p>Empathic. Value what is different. Finds joy in encountering new cultural expressions. Appreciates diverse expressions of beauty and art.</p>
Leadership Rubric					
<p>Lead by example -Demonstrate integrity -Be reliable and deliver results</p>	<p>Conduct issues, breach in integrity, and/or did not perform a service to the community.</p>	<p>Acceptable behavior, no conduct issues. Is generally honest and does not compromise integrity. Struggles with completing some tasks on time.</p>	<p>Demonstrates honesty, completes most assigned tasks but might require support and frequent reminders from the team.</p>	<p>Completes the vast majority of tasks in a timely manner or communicates challenges to meeting deadlines. Continues to demonstrate a strong work ethic.</p>	<p>Demonstrates impeccable integrity and inspires the team to follow, delivers results in a timely manner, is professional.</p>

<p>Collaborate</p> <ul style="list-style-type: none"> -Use your interpersonal skills -Bring positivity to the team 	Causes unnecessary conflict in the team, negatively impacting results.	Collaborates well enough to achieve crucial tasks. Responds to important emails or after a reminder.	Works in a team to achieve results. Your peers look up to you. Responds to emails, texts, and phone calls.	Listens and understands different points of view, handles conflicts in a mature, respectful way. Communicates relevant information to the team and is very responsive.	Team player who manages conflict effectively. Takes initiative to communicate with all stakeholders (gives regular, timely updates), anticipates, responds quickly, and asks questions.
<p>Inspire</p> <ul style="list-style-type: none"> -Exhibit passion and motivation -Take initiative 	Displays a negative attitude that negatively impacts the motivation and inspiration of the team.	Attends important meetings and events but is not necessarily on time or present at all gatherings. Gets the core tasks done but not all of them.	Is on time and present and maintains a positive attitude.	Completes core tasks well and is motivated to take initiative with additional projects.	Passionate about the role and the mission of the organization, takes initiative with large projects and achieves results by getting support from the team.
<p>Empower</p> <ul style="list-style-type: none"> -Support -Mentor -Serve 	Not considering other people's needs, dictating or going on a "power trip", negatively affecting the team's self-confidence and power.	Serves the team by completing one's main responsibilities.	Lends a helping hand to help team members achieve a goal. Serves the community by doing one's job well.	Supports the team with their projects. Shares knowledge and helps the team overcome their challenges. Understands that leading involves service.	Actively mentors the team, leading to higher results. Guides colleagues toward the overall mission, "the big picture". Is always ready to help the individuals who ask.

Balance and Self Improvement

<p>Time-management: the ability to use one's time effectively or productively, especially at work.</p>	Loses track of time. Is not punctual. Does not deliver results on time. Does not respond to emails.	Makes an effort to respect deadlines but with difficulty. Sometimes forgets to follow up on projects or people.	Organized. Mostly punctual. Answers emails though not always on time.	Punctual. Disciplined. Has a system in place to keep track of meetings and deadlines.	Prepares daily, weekly, and monthly objectives. Excels at planning and is disciplined to respect deadlines. Understands how to manage the balance between the important
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					and the urgent. Punctual
Health & Well-ness: the state of being in good health, especially as an actively pursued goal. For example, you have good habit-building techniques.	Frequently overwhelmed and stressed. Neglects their health, activities that bring joy, and/or general self-care	Difficulty to manage stress. Is conscious of his problems but struggles to manage it.	Asks for help when needed. Might feel overwhelmed sometimes.	Good balance between work, personal life, and health. Is able to manage stress effectively	Respects self care. Good habit-building techniques. Has tools to reduce ones stress but also his/her teams'. Is intentional in his quest for self-improvement.
Purpose & Passion: a person's sense of resolve or determination and an intense desire or enthusiasm for something.	No passions or hobbies. No ambition or desires. Not enthusiastic about anything. Pesimistic.	Has passions and desires but struggles to define them.	Has a passion or a purpose but struggles to share the enthusiasm with the team.	Has a creative outlet, a hobby or other interests. Is determined to pursue them.	Has a creative outlet, a hobby, or activities and topics that he/she is passionate about. Promotes enthusiasm and a sense of purpose among his/her team members.
Emotional Intelligence: the capacity to be aware of, control, and express one's emotions, and to handle interpersonal relationships judiciously and empathetically.	Says anything in front of anyone. Does not understand him/herself nor others.	Struggles to understand others. Tries to control his/her emotions but is not always successful.	Mostly understands him/herself and others. Sometimes does not control his/her reactions.	Recognices emotions and being able to talk about them, to apply this in interpersonal relations as well as managing hardship.	Uses self-knowledge and emotional mastery appropriately. Is adaptable and flexible to diverse scenarios.