



## Undergraduate Student Worker Evaluation Rubric – Student Version

**Instructions:** This assessment is intended to assess student proficiency in student employment at UNT.

- To use the assessment, review the competency definition and behaviors, then select the score that corresponds to your self-assessment.
- Use the N/A column when you have not yet learned or applied this dimension and/or you do not have enough information to self-assess.

Dimension	Emerging Knowledge	Understanding	Early Application	Advanced Application	N/A
<b>Assessment Lexicon</b>	The student has an emerging awareness of the behavior, its importance, and related concepts.	The student expresses or shows an understanding of the behavior and related concepts.	The student sometimes applies the behavior.	The behavior is consistent and integrated into the student's workplace behaviors.	
<b>Act With Integrity</b>	I recognize the need to act with integrity in the workplace by being trustworthy, accountable, and respectful of colleagues and stakeholders.	I understand how to act with integrity in the workplace.	I sometimes act with integrity in the workplace.	I consistently act with integrity in the workplace.	
<b>Display Situational Awareness</b>	I recognize the need to objectively assess situations using relevant information from a variety of perspectives to make effective and fair decisions.	I understand the elements of effective decision-making and problem-solving, such as: problem identification, identifying values, and determining solutions and logistics	I sometimes demonstrate effective decision-making and problem-solving.	I consistently demonstrate effective decision-making and problem-solving	
<b>Demonstrate Dependability</b>	I recognize the need to be a dependable, diligent member of a work environment, including being present, prepared, and showing attention to detail.	I understand how to be a dependable, diligent member of a work environment.	I sometimes act as a dependable, diligent member of a work environment.	I consistently act as a dependable, diligent member of a work environment.	

Adapted from: National Association of Colleges and Employers (2024). *NACE Competency Assessment*

Tool. <https://www.emich.edu/facdev/documents/nace-competency-assessment-tool-student-observer-revised-aug-2024.pdf>

<b>Non-Verbal Communication</b>	I recognize the elements of effective non-verbal communication skills, such as monitoring body language and posture, proximity, gestures, and eye contact.	I understand how to use non-verbal communication skills to convey meaning.	I sometimes use effective non-verbal communication skills to convey meaning.	I consistently use effective non-verbal communication skills to convey meaning.	
<b>Oral Communication</b>	I recognize the elements of effective oral communication skills, such as asking appropriate questions.	I understand how to use oral communication skills to convey meaning.	I sometimes use effective oral communication skills to convey meaning.	I consistently use effective oral communication skills to convey meaning.	
<b>Build Relationships for Collaboration</b>	I recognize that collaboration and relationship-building are important parts of team building.	I understand how to build strong, positive work relationships for successful collaboration.	I sometimes build strong, positive work relationships with colleagues for collaboration.	I consistently build strong, positive work relationships with colleagues and supervisors for collaboration.	
<b>Achieve Goals</b>	I recognize the need to focus on achieving goals in the workplace.	I understand how to focus on achieving goals in the workplace by prioritizing tasks.	I sometimes achieve goals in the workplace by prioritizing and completing tasks.	I consistently achieve goals in the workplace by prioritizing and completing tasks.	

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