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| **Criterion** | **Exceeds Expectations**  **(5 points)** | **Meets Expectations**  **(3 points)** | **Below Expectations**  **(1 points)** | **Information not provided at all**  **0 points** | **Score** |
| **Nature of Work** | Applicant addressed **all** of the nature of work requirements:  Tasks are varied and may cross several disciplines. Work consists of situations or duties requiring interpretation of standard policies and procedures to be able to recommend or proceed with the appropriate course of action. Performs office support functions that require training, skill or experience. | Applicant addressed **some** of the nature of work requirements:  Tasks are varied and may cross several disciplines. Work consists of situations or duties requiring interpretation of standard policies and procedures to be able to recommend or proceed with the appropriate course of action. Performs office support functions that require training, skill or experience. | Applicant **did not** address the nature of work requirements:  Tasks are varied and may cross several disciplines. Work consists of situations or duties requiring interpretation of standard policies and procedures to be able to recommend or proceed with the appropriate course of action. Performs office support functions that require training, skill or experience. | NA  IDK  No information |  |
| **Criterion** | **Exceeds Expectations**  **(5 points)** | **Meets Expectations**  **(3 points)** | **Below Expectations**  **(1 points)** | **Information not provided at all**  **0 points** | **Score** |
| **Benefit to the Student** | Applicant included a **clear and detailed** description of how the assistantship will benefit the student that matches common task description. | Applicant included a **description** of how the assistantship will benefit the student that matches common task description. | Applicant **did not** include a description of how the assistantship will benefit the student. |  |  |

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| **Criterion** | **Exceeds Expectations**  **(5 points)** | **4 points** | **Meets Expectations**  **(3 points)** | **2 points** | **Below Expectations**  **(1 points)** | **Information not provided at all**  **0 points** | **Score** |
| **Common Tasks** | Applicant addressed **all** of the common task requirements:  Duties may include providing specific information; drafting replies to inquires; advanced accounting and related business process tasks in addition to duties listed for Clerical Assistant 1. AND/OR Duties may include conducting lab or work group sessions focused on the review or application of course materials; grading short essay assignments for accuracy and completeness; assessing performance or progress in addition to duties of Student Faculty Assistant I. AND/OR Requires evening, weekend, and break hours. AND/OR Requires successful completion of specific college coursework with GPA of 3.2 or above. |  | Applicant addressed **some** of the common task requirements:  Duties may include providing specific information; drafting replies to inquires; advanced accounting and related business process tasks in addition to duties listed for Clerical Assistant 1. AND/OR Duties may include conducting lab or work group sessions focused on the review or application of course materials; grading short essay assignments for accuracy and completeness; assessing performance or progress in addition to duties of Student Faculty Assistant I. AND/OR Requires evening, weekend, and break hours. AND/OR Requires successful completion of specific college coursework with GPA of 3.2 or above. |  | Applicant **did not** address the common task requirements:  Duties may include providing specific information; drafting replies to inquires; advanced accounting and related business process tasks in addition to duties listed for Clerical Assistant 1. AND/OR Duties may include conducting lab or work group sessions focused on the review or application of course materials; grading short essay assignments for accuracy and completeness; assessing performance or progress in addition to duties of Student Faculty Assistant I. AND/OR Requires evening, weekend, and break hours. AND/OR Requires successful completion of specific college coursework with GPA of 3.2 or above. |  |  |

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| **Criterion** | **Exceeds Expectations**  **(5 points)** | | **4 points** | **Meets Expectations**  **(3 points)** | **2 points** | **Below Expectations**  **(1 points)** | **Information not provided at all**  **0 points** | **Score** |
| **Knowledge, Skills, and Abilities** | | Applicant addressed **all** of the knowledge, skills, and abilities requirements:  Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May require successful completion of specific coursework or certification. May require the operation of moderately complex equipment/tools. May require field certification. |  | Applicant addressed **some** of the knowledge, skills, and abilities requirements:  Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May require successful completion of specific coursework or certification. May require the operation of moderately complex equipment/tools. May require field certification. |  | Applicant **did not** address the knowledge, skills, and abilities requirements:  Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May require successful completion of specific coursework or certification. May require the operation of moderately complex equipment/tools. May require field certification. |  |  |

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| **Criterion** | **Exceeds Expectations**  **(5 points)** | | **4 points** | **Meets Expectations**  **(3 points)** | **2 points** | **Below Expectations**  **(1 points)** | **Information not provided at all**  **0 points** | **Score** |
| **Problem Solving and Decision Making** | | Applicant addressed **all** of the problem solving and decision making requirements:  Some independent judgment is expected. Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. |  | Applicant addressed **some** of the problem solving and decision making requirements:  Some independent judgment is expected. Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. |  | Applicant **did not** address the problem solving and decision making requirements:  Some independent judgment is expected. Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. |  |  |

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| **Criterion** | **Exceeds Expectations**  **(5 points)** | | **4 points** | **Meets Expectations**  **(3 points)** | **2 points** | **Below Expectations**  **(1 points)** | **Information not provided at all**  **0 points** | **Score** |
| **Interactions** | | Applicant addressed **all** interaction requirements:  Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and options. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. |  | Applicant addressed **some** of the interaction requirements:  Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and options. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. |  | Applicant **did not** address the interaction requirements:  Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and options. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. |  |  |

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| **Criterion** | **Exceeds Expectations**  **(5 points)** | **4 points** | **Meets Expectations**  **(3 points)** | **2 points** | **Below Expectations**  **(1 points)** | **Information not provided at all**  **0 points** | **Score** |
| **Benefit to Faculty, Department, College, and University** | Applicant included a description of how the assistantship will benefit **all** of the following: faculty, department, college, and university. |  | Applicant included a description of how the assistantship will benefit **some** of the following: Faculty, department, college, or university. |  | Applicant **did not** include a description of how the assistantship will benefit the following: faculty, department, college, or university. |  |  |
| **Criterion** | **Exceeds Expectations**  **(5 points)** | **4 points** | **Meets Expectations**  **(3 points)** | **2 points** | **Below Expectations**  **(1 points)** | **Information not provided at all**  **0 points** | **Score** |
| **Impact** | Applicant addressed **all** impact requirements:  Actions and decisions made have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. |  | Applicant addressed **some** of the impact requirements:  Actions and decisions made have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. |  | Applicant addressed **did not** address the impact requirements:  Actions and decisions made have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. |  |  |

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| **Criterion** | **Exceeds Expectations**  **(5 points)** | | **4 points** | **Meets Expectations**  **(3 points)** | | | **2 points** | **Below Expectations**  **(1 points)** | **Information not provided at all**  **0 points** | **Score** |
| **Supervision** | Applicant addressed **all** supervision requirements:  Received - General direction by supervisor through check on completed tasks. May establish own work schedule to achieve office/program objectives. May Kmake recommendations to supervisor regarding efficient functioning of program.  Given - Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. | |  | Applicant addressed **some** of the supervision requirements:  Received - General direction by supervisor through check on completed tasks. May establish own work schedule to achieve office/program objectives. May make recommendations to supervisor regarding efficient functioning of program.  Given - Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. | | |  | Applicant **did not** address supervision requirements:  Received - General direction by supervisor through check on completed tasks. May establish own work schedule to achieve office/program objectives. May make recommendations to supervisor regarding efficient functioning of program.  Given - Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. |  |  |
| **Criterion** | **Exceeds Expectations**  **(5 points)** | | **4 points** | **Meets Expectations**  **(3 points)** | | | **2 points** | **Below Expectations**  **(1 points)** | **Information not provided at all**  **0 points** | **Score** |
| **Method of Evaluation for Above Activities** | Applicant included an explanation of the method of evaluation that will be used for activities defined in this rubric **and** the consequences if these parameters are not met. | |  | Applicant included an explanation of the method of evaluation that will be used for activities defined in this rubric **or** the consequences if these parameters are not met. | | |  | Applicant **did not** include an explanation of the method of evaluation that will be used for activities defined in this rubric and the consequences if these parameters are not met. |  |  |
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|  | |  | | |  | COMMENTS/CLARIFICATIONS | | | | |