


Student Employee of the Year 2023-2024 Judges Rubric – Community Service

Students employees nominated under the Community Service category will be judged based off of the three Overall Student Employee of the Year criteria as well as the three Community Service criteria as set by MASEA and NSEA.

		<p style="text-align: center;"><u>Excellent (3pts)</u> Nominator provided specific details and examples about how the student <u>exceeded</u> the criteria listed</p>	<p style="text-align: center;"><u>Good (2 pts)</u> Nominator provided specific details and examples about how the student <u>met</u> the criteria listed</p>	<p style="text-align: center;"><u>Fair (1 pt.)</u> Nominator provided specific details about the nominee’s job contributions but did not clearly relate it to the criteria listed</p>
Overall Criteria	<p>Student employee has gone above and beyond in their position which led to a lasting impact at the university or in the community</p>	<p>Example: Student takes the initiative to go above the expected criteria and has positively influenced/impacted the university or community</p>	<p>Example: Student goes above and beyond with the work given to them</p>	<p>Example: Student adds valuable attributes to the department within the university</p>
	<p>Student employee has shown professional growth through the development of the core competencies</p>	<p>Example: Student has demonstrated a full understanding and knowledge of the core competencies in the work environment and to those around them</p>	<p>Example: Student has grown professionally based on their learning experiences within the department</p>	<p>Example: Student has shown growth within the work environment</p>
	<p>Student employee shows initiative to acquire and apply new skills to further their learning while contributing to the operation of the department</p>	<p>Example: Student uses fundamental learning experiences to build from and applies their motivation to the department or university</p>	<p>Example: Student strives to see the best possible outcome in the department by applying their learned attributes</p>	<p>Example: Student has demonstrated new skills by contributing within the department</p>
Community Service	<p>Student employee makes a distinctive contribution to the community with their work</p>	<p>Example: Student impacts the community on a large scale through their daily work</p>	<p>Example: Student’s work improves the lives of community members as a direct result of their work</p>	<p>Example: Student consistently produces excellent work and shows dedication</p>
	<p>Student employee’s work makes an impact on the university and/or beyond the university community; and that impact will be felt even after the job is complete</p>	<p>Example: Student expands on the job role in a positive way; makes a distinctive contribution that will have a lasting positive impact on the community</p>	<p>Example: Student completes a project that will positively impact the lives of those in the surrounding community</p>	<p>Example: Student is impactful in their daily job responsibilities</p>
	<p>Student employee works to inspire others to serve the university or the community</p>	<p>Example: Student takes initiative to recruit others to actively serve and make an impact on the community</p>	<p>Example: Student attends information sessions to promote community service at the institution</p>	<p>Example: Student works well with team</p>

Student Employee of the Year 2023-2024 Judges Rubric – Diversity & Inclusion

Students employees nominated under the Diversity & Inclusion category will be judged based off of the three Overall Student Employee of the Year criteria as well as the three Diversity & Inclusion criteria as set by MASEA and NSEA.

		<u>Excellent (3pts)</u> Nominator provided specific details and examples about how the student <u>exceeded</u> the criteria listed	<u>Good (2 pts)</u> Nominator provided specific details and examples about how the student <u>met</u> the criteria listed	<u>Fair (1 pt.)</u> Nominator provided specific details about the nominee's job contributions but did not clearly relate it to the criteria listed
Overall Criteria	Student employee has gone above and beyond in their position which led to a lasting impact at the university or in the community	Example: Student takes the initiative to go above the expected criteria and has positively influenced/impacted the university or community	Example: Student goes above and beyond with the work given to them	Example: Student adds valuable attributes to the department within the university
	Student employee has shown professional growth through the development of the core competencies	Example: Student has demonstrated a full understanding and knowledge of the core competencies in the work environment and to those around them	Example: Student has grown professionally based on their learning experiences within the department	Example: Student has shown growth within the work environment
	Student employee shows initiative to acquire and apply new skills to further their learning while contributing to the operation of the department	Example: Student uses fundamental learning experiences to build from and applies their motivation to the department or university	Example: Student strives to see the best possible outcome in the department by applying their learned attributes	Example: Student has demonstrated new skills by contributing within the department
Diversity & Inclusion	Student employee demonstrates empathy and compassion for others in their work	Example: Student acknowledges the support and contributions of others in achieving results; is flexible, open, and receptive to new information, ideas, and approaches; shows respect and value for the unique contributions of each associate	Example: Student is open to new ideas and shows compassion when others are sharing their experiences	Example: Student is empathetic and compassionate when working with others both in and outside of the office
	Student employee understands the importance and ongoing commitment to DEI efforts in their work, campus and/or community	Example: Student 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	Example: Student has engaged in projects to promote diversity both on campus and within the community	Example: Student has shown interest in learning more about diversity in the workplace
	Student employee looks for, or works for diversity in projects, discussions and problem solving at work	Example: Student 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	Example: Student has shown commitment to engaging the ideas of others who have different experiences	Example: Student shows understanding of having diverse opinions in the workplace


Student Employee of the Year 2023-2024 Judges Rubric – Leadership

Students employees nominated under the Leadership category will be judged based off of the three Overall Student Employee of the Year criteria as well as the three Leadership criteria as set by MASEA and NSEA.

		<p style="text-align: center;"><u>Excellent (3pts)</u> Nominator provided specific details and examples about how the student <u>exceeded</u> the criteria listed</p>	<p style="text-align: center;"><u>Good (2 pts)</u> Nominator provided specific details and examples about how the student <u>met</u> the criteria listed</p>	<p style="text-align: center;"><u>Fair (1 pt.)</u> Nominator provided specific details about the nominee’s job contributions but did not clearly relate it to the criteria listed</p>
Overall Criteria	<p>Student employee has gone above and beyond in their position which led to a lasting impact at the university or in the community</p>	<p>Example: Student takes the initiative to go above the expected criteria and has positively influenced/impacted the university or community</p>	<p>Example: Student goes above and beyond with the work given to them</p>	<p>Example: Student adds valuable attributes to the department within the university</p>
	<p>Student employee has shown professional growth through the development of the core competencies</p>	<p>Example: Student has demonstrated a full understanding and knowledge of the core competencies in the work environment and to those around them</p>	<p>Example: Student has grown professionally based on their learning experiences within the department</p>	<p>Example: Student has shown growth within the work environment</p>
	<p>Student employee shows initiative to acquire and apply new skills to further their learning while contributing to the operation of the department</p>	<p>Example: Student uses fundamental learning experiences to build from and applies their motivation to the department or university</p>	<p>Example: Student strives to see the best possible outcome in the department by applying their learned attributes</p>	<p>Example: Student has demonstrated new skills by contributing within the department</p>
Leadership	<p>Student employee motivates and inspires others through encouragement and by building trust</p>	<p>Example: Student continuously encourages others to succeed and works to gain trust of colleagues</p>	<p>Example: Student is encouraging and supportive of fellow team members</p>	<p>Example: Student’s position requires a supervisory component</p>
	<p>Student employee strives to take the lead in workplace scenarios and are open to changes/new ideas</p>	<p>Example: Student acts as an agent of change to support the implementation of new ideas</p>	<p>Example: Student sometimes takes the lead on projects</p>	<p>Example: Student is not resistant to change</p>
	<p>Student employee is passionate in the act of mentorship and training fellow student employees</p>	<p>Example: Student enthusiastically takes on the task of training new student employees and informally acts as a mentor</p>	<p>Example: Student will assist with training of new staff</p>	<p>Example: Student led one training session for fellow students employees</p>


Student Employee of the Year 2023-2024 Judges Rubric – Innovation & Technology

Students employees nominated under the Innovation & Technology category will be judged based off of the three Overall Student Employee of the Year criteria as well as the three Innovation & Technology criteria as set by MASEA and NSEA.

		<p style="text-align: center;"><u>Excellent (3pts)</u> Nominator provided specific details and examples about how the student <u>exceeded</u> the criteria listed</p>	<p style="text-align: center;"><u>Good (2 pts)</u> Nominator provided specific details and examples about how the student <u>met</u> the criteria listed</p>	<p style="text-align: center;"><u>Fair (1 pt.)</u> Nominator provided specific details about the nominee’s job contributions but did not clearly relate it to the criteria listed</p>
Overall Criteria	<p>Student employee has gone above and beyond in their position which led to a lasting impact at the university or in the community</p>	<p>Example: Student takes the initiative to go above the expected criteria and has positively influenced/impacted the university or community.</p>	<p>Example: Student goes above and beyond with the work given to them.</p>	<p>Example: Student adds valuable attributes to the department within the university.</p>
	<p>Student employee has shown professional growth through the development of the core competencies</p>	<p>Example: Student has demonstrated a full understanding and knowledge of the core competencies in the work environment and to those around them.</p>	<p>Example: Student has grown professionally based on their learning experiences within the department.</p>	<p>Example: Student has shown growth within the work environment.</p>
	<p>Student employee shows initiative to acquire and apply new skills to further their learning while contributing to the operation of the department</p>	<p>Example: Student uses fundamental learning experiences to build from and applies their motivation to the department or university.</p>	<p>Example: Student strives to see the best possible outcome in the department by applying their learned attributes.</p>	<p>Example: Student has demonstrated new skills by contributing within the department.</p>
Innovation & Technology	<p>Student employee uses technology to improve efficiency & productivity of their work</p>	<p>Example: Student discovers and implements a new innovative way to be more productive in their work</p>	<p>Example: Student successfully uses existing technology to improve efficiency and productivity</p>	<p>Example: Student performs at a higher level than most student employees but did not give specific examples of the use of innovation or technology</p>
	<p>Student employee manages technology to integrate information to support relevant effective & timely decision making</p>	<p>Example: Student goes above and beyond to manage existing technology in order to validate their effectiveness in decision making</p>	<p>Example: Student consistently manages the use of institutional technology in order to support decision making</p>	<p>Example: Student uses technology, but manager did not relate the effectiveness in the student’s decision making</p>
	<p>Student employee develops useful ideas that are new, better, or unique</p>	<p>Example: Student has developed new and improved pathways that lead to a more effective way of working</p>	<p>Example: Student developed an idea that was used for one specific contribution but is not unique</p>	<p>Example: Student has developed ideas however, manager does not speak to their uniqueness</p>

Student Employee of the Year 2023-2024 Judges Rubric – Critical Thinking

Students employees nominated under the Critical Thinking category will be judged based off of the three Overall Student Employee of the Year criteria as well as the three Critical Thinking criteria as set by MASEA and NSEA.

		<p style="text-align: center;"><u>Excellent (3pts)</u> Nominator provided specific details and examples about how the student <u>exceeded</u> the criteria listed</p>	<p style="text-align: center;"><u>Good (2 pts)</u> Nominator provided specific details and examples about how the student <u>met</u> the criteria listed</p>	<p style="text-align: center;"><u>Fair (1 pt.)</u> Nominator provided specific details about the nominee’s job contributions but did not clearly relate it to the criteria listed</p>
Overall Criteria	<p>Student employee has gone above and beyond in their position which led to a lasting impact at the university or in the community</p>	<p>Example: Student takes the initiative to go above the expected criteria and has positively influenced/impacted the university or community</p>	<p>Example: Student goes above and beyond with the work given to them</p>	<p>Example: Student adds valuable attributes to the department within the university</p>
	<p>Student employee has shown professional growth through the development of the core competencies</p>	<p>Example: Student has demonstrated a full understanding and knowledge of the core competencies in the work environment and to those around them</p>	<p>Example: Student has grown professionally based on their learning experiences within the department</p>	<p>Example: Student has shown growth within the work environment</p>
	<p>Student employee shows initiative to acquire and apply new skills to further their learning while contributing to the operation of the department</p>	<p>Example: Student uses fundamental learning experiences to build from and applies their motivation to the department or university</p>	<p>Example: Student strives to see the best possible outcome in the department by applying their learned attributes</p>	<p>Example: Student has demonstrated new skills by contributing within the department</p>
Critical Thinking	<p>Student employee is able to multi-task well in a fast-paced environment</p>	<p>Example: Student is highly adaptable and can pivot to address multiple tasks in an ever-changing environment</p>	<p>Example: Student is able to prioritize and complete multiple tasks</p>	<p>Example: Student completes all tasks assigned</p>
	<p>Student employee makes decisions and solves problems using sound, inclusive reasoning, and judgment</p>	<p>Example: Student poses questions, identifies pros & cons, avoids assumptions, and considers alternatives when solving problems</p>	<p>Example: Student includes others in decision making</p>	<p>Example: Student uses effective decision-making skills</p>
	<p>Student employee gathers and analyzes information from a diverse set of sources and individuals to fully understand a problem</p>	<p>Example: Student thinks through the who, what, where, when, why, and how of a problem before presenting a solution</p>	<p>Example: Student will actively gather data before offering a solution</p>	<p>Example: Student shows an understanding of the tasks to be completed</p>

