



Professional Skills Assessment for Undergraduate Students

This instrument is to be used for university assessment only. It is not intended to be part of your evaluation of this student. It will not become part of their employment or student records. Please include students' name and Banner ID (if known) so UAT may link rubric scores to demographic characteristics. **Your name and student identifying information will be removed by UAT so that all results will be reported anonymously.** Thank you for your valuable participation in the Assessment for General Education at OSU!

Student Name	
Supervisor or Course	

Student Learning Outcome

Students will have attained professional skills necessary for career success and demonstrates those skills in proper context and in a variety of settings.

LEVEL OF ACHIEVEMENT							
SCORE			1	2 ¹	3	4 ²	5
	A	Interest in Learning	No interest or "knows it all"		Has some desire for new knowledge		Intellectually curious and eager to learn
	B	Judgment	Makes poor decisions		Has common sense		Tactful and consistently makes good decisions
	C	Enthusiasm	Disinterested		Even-tempered		Positive and enthusiastic
	D	Courtesy	Rude		Usually shows basic courtesy and respect		Always courteous and respectful
	E	Personal Appearance	Sloppy and unprofessional		Acceptable		Neat and professional
	F	Relationships with Other Employees	Aloof; not a team player		Usually gets along with co-workers		Respected and well-liked
	G	Integrity	Dishonest, blames others for their own poor performance, hides mistakes		Generally honest, usually takes responsibility for their own actions, usually admits when a mistake has been made		Completely honest, takes full responsibility for their own actions, freely admits mistakes and tries to rectify the situation
	H	Speed of Completing Responsibilities	Too slow; holds up the project		Average; maintains the pace		Sets an up-tempo, but appropriate pace
	I	Ability to perform without supervision	Requires constant supervision		Trustworthy, but may need task-specific supervision		Highly skilled; can supervise others
	J	Willingness to receive guidance	Defensive		Accepts guidance		Asks questions; seeks guidance
	K	Dependability and Reliability	Not trustworthy		Reliable for most tasks		Unquestioned reliability
	L	Thoroughness in Completing Tasks	Careless or incomplete work		Performs to the standard most times		Consistently thorough; may exceed expectations

¹ Exhibits a mix of characteristics of '1' and '3'

² Exhibits a mix of characteristics of '3' and '5'