

Haile Micro-Internship Evaluation Rubric

Priority (select the 3 or 4 most important skills)	Skill (see definitions on last page)	Not Professional	Semiprofessional	Haile Professional
	Professionalism / Work Ethic	Student did not exhibit productivity and struggled to work independently and/or in a group, workload seemed too much for him/her, nonverbal communication was often unprofessional and at times student did not honor the agreements made about work quality and completion.	Not always on time, some work habits inhibit productivity, works well with others and independently most of the time, some communications were less than professional or ineffective.	Demonstrated personal accountability and effective work habits, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior.
	Oral / Written Communications	Student did not exhibit public speaking skills and struggled to articulate their thoughts effectively, internal and external written/oral communications were lacking or unprofessional, and at times the student was unable to portray their ideas clearly when writing/editing reports.	Sometimes unable to articulate thoughts effectively or clearly in oral/written forms, some habits inhibit public speaking, communicates well internally and externally most of the time, some written/editing reports were less than convincing or ineffective.	Articulated thoughts and ideas clearly and effectively through oral/written form both internally and externally, written/editing reports were convincing and effective, demonstrated public speaking skills, and understand the impact of communication on business.
	Critical Thinking / Problem Solving	Student did not exercise sound reasoning and struggled to analyze issues critically when making decisions, problems seemed to easily overwhelm him/her, obtainment and interpretation of knowledge/facts/data was	Not always inventive or original, sometimes struggled to interpret knowledge/facts/dat a correctly, exercised sound reasoning most of the time, some decisions were less than optimal or	Demonstrated sound reasoning and judgement, inventiveness and originality of ideas/solutions, and decision making ability, understand the impact of critical thinking on resolving

		often lacking and at times student did not demonstrate originality or inventiveness during the critical thinking process.	ineffective for the related issue.	project problems. The individual interprets and applies knowledge/facts/data correctly and effectively to resolve issues.
	Teamwork / Collaboration	Student did not build relationships and struggled to accept diverse characteristics/viewpoints of team members, refused to work within team structure, and at times student refused to negotiate or manage conflict.	Not always able to build working relationships, sometimes unable to fully accept diverse perspectives of team members, worked well within team structure most of the time, some negotiation and conflict management tactics were inappropriate or ineffective.	Demonstrated ability to form meaningful working relationships, accepting of others viewpoints, and understands the importance of both surface and deep-level diversity in a team. The individual works well within a team structure and demonstrates conflict management and negotiation skills.
	Leadership	Student did not exhibit emotional intelligence and struggled to be empathetic when guiding/motivating others, interpersonal coaching skills were lacking, student failed to leverage strengths of others to achieve a common goal, and at times student did not organize, prioritize, or delegate work at all.	Not always emotionally intelligent or empathetic when guiding/motivating others, some interpersonal coaching skills were used to develop team members, organized, prioritized, and delegated work most of the time, sometimes leveraged strengths of others in an ineffective or problematic way.	Demonstrated high emotional intelligence and used empathy frequently when guiding and motivating others, used interpersonal coaching effectively to develop team members, and leveraged others strengths when organizing, prioritizing, and delegating work.

	Digital Technology	Student did not effectively adapt to new technologies learned/developed and struggled to use existing technology to ethically and efficiently solve problems, complete tasks, or accomplish goals.	Student sometimes adapted well to new technologies learned/developed, utilized existing technology to ethically and efficiently solve problems, complete tasks, or accomplish goals most of the time.	Demonstrated effective adaptability to new and emerging technologies, and applied technologies appropriately, student leveraged existing technologies ethically and efficiently to solve problems, complete tasks and accomplish goals.
	Career Management	Student did not exhibit productivity and struggled to work independently and/or in a group, workload seemed too much for him/her, nonverbal communication was often unprofessional and at times student did not honor the agreements made about work quality and completion.	Not always on time, some work habits inhibit productivity, works well with others and independently most of the time, some communications were less than professional or ineffective.	Demonstrated personal accountability and effective work habits, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior.
	Global / Intercultural Fluency	Student did not exhibit productivity and struggled to work independently and/or in a group, workload seemed too much for him/her, nonverbal communication was often unprofessional and at times student did not honor the agreements made about work quality and completion.	Not always on time, some work habits inhibit productivity, works well with others and independently most of the time, some communications were less than professional or ineffective.	Demonstrated personal accountability and effective work habits, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior.

Haile Micro-Internship Skill Definitions

Professionalism / Work Ethic

Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

Oral / Written Communications

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

Critical Thinking / Problem Solving

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Teamwork / Collaboration

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

Leadership

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Digital Technology

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

Career Management

Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Global / Intercultural Fluency

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences