

## Membership Selection Rubric

Name of Student:

Date Completed:

MEMBERSHIP SELECTION OUTCOMES	<u>NOVICE</u>	<u>TRANSITION</u>	<u>INTERMEDIATE</u>	<u>TRANSITION</u>	<u>ADVANCED</u>
	Awareness or Base Level Knowledge	From Novice to Intermediate	Apply the concept somewhat	From Intermediate to Advanced	Intentional and Effective Application
<b>Establish/Review membership selection criteria</b>	Does not consider the overall selection criteria and whether or not it reflects the organization's mission, vision, and values		Considers whether or not the overall selection criteria reflects the organization's mission, vision, and values, but does not take action to address any recognized inconsistencies		Ensures that selection criteria completely reflects the organization's vision, mission, and values; takes action to address any recognized inconsistencies
<b>Recruiting potential members</b>	Is unaware of the need to promote membership beyond issuing an application or traditional processes; does not communicate standards, expectations, and timeline for membership; neglects to consider how the organization is being portrayed throughout the process; prefers application and/or interview questions that are entertaining but of little substance and do not offer any insight into characteristics of desired members		Is aware of the need to promote membership beyond current members and friends but does not take initiative to implement new techniques and practices; basic standards, expectations, and timeline for members are communicated but may be vague or incomplete; knows the image of the organization is important but there is incongruence between knowledge and behavior; recognizes the need for purposeful application and/or interview questions but also includes questions that do not offer insight into characteristics of desired members		Is aware of the need to promote membership beyond current members and friends and utilizes a variety of approaches, including innovative and non-traditional, to intentionally seek students or organizations that have the experience and/or skills necessary for the organization's success; standards, expectations, and timeline are clearly expressed on all recruiting materials, applications, and interview processes; knows the image of the organization is important and intentionally portrays a positive image of the organization; ensures application and/or interview questions are purposeful and result in responses that offer insight into characteristics of desired members

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<b>Orient self to the search process</b>	Cannot articulate components of the selection process and minimally prepares for selection processes and responsibilities; does not follow timeline for reading applications, reviewing selection criteria, reviewing interview questions, etc.		Can articulate primary duties of the selection process but does not fully prepare for selection processes and responsibilities (e.g., has reviewed selection criteria and interview questions but does not understand their purpose); follows timeline for some tasks but not others (e.g., has waited until just prior to the interview to skim applications, review selection criteria, review interview questions, etc.)		Articulates all components of the selection process and proactively prepares for all processes and responsibilities (e.g., has thoroughly read applications prior to interviews, understands and is ready to use selection criteria, knows all interview questions and their purpose, etc.); completely follows timeline for all tasks.
<b>Screen all candidates</b>	Does not use the established system for judging the quality of responses in applications and/or interviews; uses questions on the application and/or during the interview that do not solicit pertinent responses for judging candidate's fit with the organization.		Uses established system for judging the quality of responses in applications and/or interviews, but uses it inconsistently or conditionally; uses some questions on the applications and/or during the interview that are relevant to measuring candidate's fit with the organization while other questions are not pertinent		Uses established system for judging the quality of responses in the applications and/or interviews (e.g., score sheets, rubric, etc.) and uses it consistently and accurately; uses questions on the application and/or during the interview that all measure the candidate's fit with the organization
<b>Provide a professional environment during the interview process</b>	Does not follow interview schedule; dresses inappropriately; portrays an exclusive environment (e.g., using inside jokes and jargon); uses inappropriate language or questions; regularly focuses attention away from the candidate (e.g., uses cell phone, eats food, etc.)		Strays from the interview schedule; dresses inconsistently with the group's expectations; sometimes portrays an exclusive environment (e.g., initially welcoming but slips into some inside jokes and jargon); occasionally uses inappropriate language or questions; attention shifts occasionally away from the candidate		Adheres to interview schedule; dresses appropriately for the occasion; provides an open and welcoming environment for all candidates (e.g., avoids inside jokes and jargon); uses appropriate language and questions; gives candidate full attention

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<b>Make and communicate selection decision</b>	Uses subjective methods to make selections (e.g., gut feeling, popularity, etc.) rather than objective standards previously established for the organization; does not consider feedback from others; makes selection decisions without justification; posts results publicly without notifying any candidates in private first; cannot articulate the importance of confidentiality and openly and inappropriately discusses conversations from selection process with anyone		Uses some established criteria to make selections but is inconsistent; considers some feedback from others involved in the selection process but also may incorporate feedback from outside of the process; provides justification for some candidates but not others; does not share justification with all candidates; fails to notify all candidates privately before posting results publicly; articulates the importance of confidentiality but still discusses selection conversations with people outside of the process		Uses established criteria to make selections; considers feedback from others involved in the selection process; provides justification for selected and unselected candidates; incorporates justification into notification process (e.g., telephone scripts, formal letters, etc.); notifies all candidates privately prior to public posting of results; articulates the importance of confidentiality and keeps all conversations from selection process within the selection team
<b>Acclimate new members to the organization</b>	Is unfamiliar with new member processes for the organization and distracts from the organization's desired outcomes; does not know correct information about upcoming meetings and events and may share inaccurate dates, times, and locations; disregards new members and their needs		Understands new member processes for the organization but still distracts from the organization's desired outcomes; provides incomplete, and possibly late, information about upcoming meetings and events; communicates with only select new members to provide direction, encouragement, and motivation		Understands new member processes for the organization and effectively fulfills responsibilities toward the organization; provides immediate and accurate information for upcoming meetings and events; actively communicates with new members to provide direction, encouragement, and motivation

**COMMENTS:**