

## NTC Success Skills Rubric

<b>Communicates Effectively</b> <i>Achieving understanding through effective two-way communication</i>		
<i>Indicators:</i>	<b>Not Yet Met</b>	<b>Met</b>
<b>Speaks clearly, concisely, and professionally</b>	Communicates in a manner that shows some sense of purpose and organization as well as use of language, voice, gestures, and body language to support that purpose	Communicates in a logical, purposeful, organized, and well-supported manner, consistently using acceptable language with effective use of voice and appropriate gestures, body language, and expressions
<b>Writes clearly, concisely, and professionally</b>	Writes to convey a message, though the message may be impaired by errors in grammar and standard written English	Writes consistently at an acceptable level to convey a clear message with minimal errors in grammar and standard written language
<b>Demonstrates active listening</b>	Listens for understanding	Listens attentively and can accurately restate the message and/or appropriately respond
<b>Adapts communication for audience</b>	Recognizes that different language and voice may be required for different audiences	Applies appropriate language and effective use of voice for audience
<b>Demonstrates Teamwork</b>	Passively participates in workgroups, contribution is minimal	Actively engages in workgroups, contributes to positively impact productivity
<b>Thinks Critically</b> <i>Solving problems and seeking understanding logically and creatively</i>		
<i>Indicators:</i>	<b>Not Yet Met</b>	<b>Met</b>
<b>Applies problem solving strategies</b>	Demonstrates a process to use in solving problems	Selects and uses an appropriate process in solving problems
<b>Acquires relevant information</b>	Accesses and uses some types of resources	Evaluates and questions relevance, accuracy, and bias of information sources
<b>Uses technology and other resources appropriately</b>	Demonstrates minimal ability to select, evaluate, and use information resources	Demonstrates ability to select and use valid and reliable resources appropriately, including applicable technology
<b>Evaluates alternatives</b>	Demonstrates minimal ability to predict the outcome of a proposed solution	Demonstrates ability to provide thorough analysis of possible outcomes of solution selected
<b>Constructs probing questions</b>	Asks relevant questions	Constructs questions that result in deeper understanding and information gathering
<b>Demonstrates creativity</b>	Reformulates a collection of available ideas	Creates a novel or unique idea, question, format, or product
<b>Models Integrity</b> <i>Acting in a responsible and ethical manner</i>		
<i>Indicators:</i>	<b>Not Yet Met</b>	<b>Met</b>
<b>Practices personal accountability</b>	Identifies behavior of blaming outside influences for circumstances and outcomes and shows self-reflection skills	Accepts personal responsibility for resources, actions, collaboration, and outcomes
<b>Demonstrates ethical behavior</b>	Demonstrates awareness of expected and acceptable conduct in different settings	Models consistent and acceptable code of conduct in personal, academic, and professional settings
<b>Applies quality standards</b>	Identifies criteria that are used to produce an expected and specified result	Practices techniques and methods that ensure intended and consistent outcomes
<b>Develops self-awareness</b>	Identifies strengths and weaknesses in oneself	Applies strengths, seeks to improve weaknesses, and models a positive image to others
<b>Respects Diversity</b> <i>Increasing awareness that contributes to the understanding of differences</i>		
<i>Indicators:</i>	<b>Not Yet Met</b>	<b>Met</b>
<b>Works effectively with others</b>	Demonstrates an awareness of the value of working with others to share a variety of perspectives and strengths	Takes a positive role within a team and contributes to reaching a common goal
<b>Demonstrates respectful and inclusive interactions</b>	Indicates an awareness of respectful interactions, their importance, and the value of inclusion rather than exclusion	Behaves in ways that model respect for others regardless of their differences and actively practices inclusion of others different from oneself
<b>Recognizes personal biases</b>	Recognizes personal biases, the general origins of those biases, and the impacts these biases have upon one's behaviors	Demonstrates understanding of how personal biases influence how one interacts with others and seeks to actively challenge such biases
<b>Adapts to culturally diverse situations</b>	Recognizes that cultures vary and that appropriate behaviors may differ in culturally diverse situations	Demonstrates culturally appropriate behavior and actively seeks opportunities to engage with diverse populations
<b>Demonstrates global awareness</b>	Identifies the global nature of business, politics, and culture	Applies an understanding of the interconnectivity of business, politics, and culture in interactions and decision making