

Professionalism Observation Rubric

Characteristic	Unacceptable 1	Acceptable 2	Exemplary 3	Score
Attire	Dresses in a manner that is inappropriate for the situation.	Dresses in a manner that reflects appropriateness for the situation.	Dresses in a manner that reflects appropriateness and understanding of the situation. Goes beyond the "average" attire and draws positive attention.	
Mannerisms	Demonstrates one or more distracting mannerisms, which may include bad posture.	No distracting mannerisms, student displays decent posture.	Uses body language effectively to maintain audience's interest.	
Interpersonal Skills	Unable to engage in dialogue.	Provides summary of important discussions at regular intervals.	Listens and speaks actively and shows understanding by paraphrasing or by acknowledging and building on others' ideas.	
Neatness/Grooming	Disheveled and unkempt in personal presentation.	Properly groomed and a neat appearance.	Exceptionally well groomed and maintained.	
Resume	Not neat, prepared poorly with grammar and spelling errors.	No grammar and spelling errors. Proper use of rules of resume writing.	No grammar and spelling errors. Exceptional use of rules of resume writing. Resume highlights experience strongly and is persuasive for reasons of employment	