

University of Wisconsin-Superior
 Leadership Office
 Student Leader Learning Outcomes
 Membership Selection Rubric

Membership Selection Outcomes	Novice Awareness	Intermediate Occasional application	Advanced Intentional & effective application
Orient the search committee	Unaware of members involved with or in charge of selection process and unaware of the processes and responsibilities of the selection committee. Advisor serves as head of the selection committee.	Recognizes the members involved with or in charge of the selection process and can articulate primary duties. Advisor must ensure that duties are executed by members.	Independently elect/appoint members involved with or in charge of the selection process and those members execute membership selection duties with minimal advisor oversight. Advisor may approve final selections.
Draw up an accurate job/membership expectation	Unaware of characteristics of quality members for the organization. Expectations and requirements of membership are vague or undefined. Advisor solely defines membership criteria.	Recognizes key components and characteristics of quality members. However, characteristics may be incongruent with organizational missions and values. Advisor empowers committee to realign characteristics and criteria to serve organizational missions and values.	Completely aware of characteristics of quality members and uses these guidelines consistently throughout the process. Characteristics completely align with organization mission and values. Advisor ensures accuracy of these expectations yearly.
Follow selection process guidelines	Guidelines exist but are ignored or unutilized by membership selection committee. Advisor enforces that guidelines are adhered to by membership selection committee.	Recognizes guidelines but incompletely or inaccurately adheres to them. Some guidelines are omitted or ignored. Advisor ensures membership selection committee appropriately and completely adheres to process guidelines to provide consistency of the process.	Group accurately and completely follows all guidelines established in selection process independent of the advisor. Advisor assists membership selection committee as needed in providing resources in order to complete process guidelines.
Screen all potential applications	Applications are not read by selection committee and all criteria in application process not reviewed or verified for accuracy. Advisor becomes responsible for screening applications.	Recognizes the importance of screening applicants, but certain criteria is not verified or is overlooked in the screening process. Advisor verifies accuracy of screening and ensures consistency in evaluating potential members.	Group thoroughly screens applicant paying careful attention to all details of this step. Each membership criterion is evaluated for every potential member. Advisor verifies the screening is being conducted without bias.
Make selection decision	Membership selection committee does not make selections. Advisor has sole responsibility for potential members that are extended membership to the organization.	The membership selection committee makes decisions however they are not based upon membership criteria, are inconsistent, and often contain bias. Advisor has to ensure that selections are being made objectively and in accordance with procedures.	The group takes responsibility for final membership selection using criterion established by the organization and/or search committee and guiding principles of the organization. Advisor provides perspective and/or additional information upon difficult selections and unique circumstances.
Orient new members	An orientation and/or acculturation process for the organization is non-existent and membership selection committee makes no steps to provide such for new members. Advisor assumes the responsibility for orientation and ensuring that new members become ingrained into organization.	An orientation and/or acculturation process exists but it lacks structure, goals, or is inappropriate and in congruent with organizational missions and values. Advisor is instrumental in planning or executing an orientation process for new members that is appropriate and useful.	Organization has an established and consistently reviewed orientation and/or acculturation process to introduce and assist with a new member's transition into the organization. Advisor observes this process and serves as a resource, but does not plan and/or execute the orientation process.

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Outcomes:

- Describe the significance of membership growth and selection to the longevity of the organization
- Identify members to serve as selection committee
- Formulate membership selection timeline and process
- Evaluate membership criteria and create appreciable outreach material
- Set up review and screening processes
- Evaluate potential new members based upon aforementioned membership criteria
- Identify potential members to receive extension of membership and offer formal invitation to membership
- Identify those potential membership who failed to meet criteria and informing them of committee action/decision
- Introduce new membership to organization membership and customs

Action Plan:

Comments