

ACPA Personal Foundations Rubric



Please check the box for the level (basic, intermediate, or advanced) you are at currently. At the bottom of this worksheet, please indicate what your goals are for the areas you wish to enhance your skill level within the context of the University of San Diego's mission and core values and your work.

| | Basic | Intermediate | Advanced |
|---|---|--|--|
| Personal Beliefs/Commitments | Identifies own personal beliefs and commitments (e.g., values, morals, goals, desires, self-definitions) without recognition of the influence of others (e.g., self, peers, family, or one or more larger communities). <input type="checkbox"/> | Acts solely upon one's personal beliefs and commitments with some recognition of the influence of others (e.g., self, peers, family, or one or more larger communities). <input type="checkbox"/> | Refashions personal beliefs and commitments in a way that is true to one's own self while integrating the contributions of others (e.g., self, peers, family, or one or more larger communities). <input type="checkbox"/> |
| Work Responsibilities/Strengths/Areas for Improvement | Identifies one's primary work responsibilities and, with appropriate ongoing feedback, crafts a realistic, self-appraisal of one's strengths and limitations. <input type="checkbox"/> | Applies appraisal of strengths and weakness in order to recognize needs and opportunities for continued growth in primary work function. <input type="checkbox"/> | Plans opportunities for continued growth beyond primary job function based on future career goals and encourages others in professional development opportunities. <input type="checkbox"/> |
| Professional/Personal Life Balance | Describes the importance of one's professional and personal life, and recognizes the intersection of each. <input type="checkbox"/> | Identifies sources of dissonance and fulfillment in one's life and takes appropriate steps in response to the situation. <input type="checkbox"/> | Proactively seeks environments and collaborations that fulfill one's personal and professional life, and provides support for others to do the same. <input type="checkbox"/> |
| Understand Beliefs, Attitudes, and Values of Self and Others | Articulates awareness and understanding of one's attitudes, values, beliefs, assumptions, biases, and identity. Takes personal responsibility to develop cultural skills. Knows how attitudes, values, beliefs, assumptions, biases and identities affect one's work with others. <input type="checkbox"/> | Articulates an understanding of others' attitudes, values, beliefs, assumptions, biases and uses to adapt or strengthen one's own beliefs. Participates in activities that challenge beliefs of self and others. Reflects on one's attitudes, values, beliefs, assumptions, biases in order to adapt to work well with others. <input type="checkbox"/> | Serves as a role model and mentor by sharing personal experiences and nurturing others' competency in this area. Creates and/or facilitates activities that challenge beliefs of self and others. Leads others in reflecting upon their attitudes, values, beliefs, assumptions, biases in order to work well with others. <input type="checkbox"/> |

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| Wellness | Articulates an understanding that wellness is a broad concept comprised of emotional, physical, social, environmental, relational, spiritual, and intellectual elements. Identifies positive and negative effects of wellness and, as appropriate, seeks assistance from available resources. | Bolster one's wellness, including participating in stress-management activities, engaging in personal or spiritual exploration, and building healthier relationships in and out of the workplace. | Demonstrates awareness of the wellness of others in the workplace, and seeks to engage with colleagues in a way that supports their wellness goals. |
| Goal Setting | Sets meaningful goals for one's work. | Evaluates progress towards goals and adapts actions accordingly. | Encourages and inspires others in setting and meeting goals. |
| Reflection | Engages in reflection of personal and professional development with little consideration for others perspectives. | Analyzes personal experiences for potential deeper learning and growth, and engages with others in reflective discussions. | Transfers thoughtful reflections into positive future action and encourages others to participate in reflective discussions within the work place. |

In the Goals section below, please identify any goals you would like to improve your skills in. Setting 2-3 goals is encouraged.

| Goals 2012-13 | Suggested Training | Action taken |
|--|---------------------------|---------------------|
| Personal Beliefs/Commitments | | |
| Work Responsibilities/Strengths/Areas for Improvement | | |
| Professional/Personal Life Balance | | |
| Understand Beliefs, Attitudes, and Values of Self and Others | | |
| Wellness | | |
| Goal Setting | | |
| Reflection | | |