

RUBRIC FOR JOB APPLICATION

NAME:

PD:

<b>COMPETENCY</b>	<b>4 Exemplary</b> <i>"You're hired!"</i>	<b>3 Proficient</b> <i>"We're considering you!"</i>	<b>2 Developing</b> <i>"You've got some potential."</i>	<b>1 Beginner</b> <i>"The application needs work."</i>	<b>Score</b>
<b>Presentation/ Format</b>	-Overall appearance is clean, neat, and professional looking -Printing is consistent in size and legible	-Overall appearance is clean and neat -Printing is consistent in size and legible	-Overall appearance is clean and neat -Printing could be improved, some inconsistencies in size	-Overall appearance is not clean and neat -Printing needs to be improved, several inconsistencies in size	
<b>Completeness</b>	All sections answered thoroughly and appropriately	1 or 2 sections not answered thoroughly and/or appropriately	3-4 sections not answered thoroughly and/or appropriately	5-6 sections not answered thoroughly and/or appropriately	
<b>Grammar</b>	Correct verb tense, capitalization and punctuation used throughout the application	1-2 errors in verb tense, capitalization and/or punctuation	3-4 errors in verb tense, capitalization and/or punctuation	5-6 errors in verb tense, capitalization and/or punctuation	
<b>Spelling</b>	No spelling errors	1-2 spelling errors	3-4 spelling errors	5-6 spelling errors	

RUBRIC FOR JOB APPLICATION

NAME:

PD:

<b>COMPETENCY</b>	<b>4 Exemplary</b> <i>"You're hired!"</i>	<b>3 Proficient</b> <i>"We're considering you!"</i>	<b>2 Developing</b> <i>"You've got some potential."</i>	<b>1 Beginner</b> <i>"The application needs work."</i>	<b>Score</b>
<b>Presentation/ Format</b>	-Overall appearance is clean, neat, and professional looking -Printing is consistent in size and legible	-Overall appearance is clean and neat -Printing is consistent in size and legible	-Overall appearance is clean and neat -Printing could be improved, some inconsistencies in size	-Overall appearance is not clean and neat -Printing needs to be improved, several inconsistencies in size	
<b>Completeness</b>	All sections answered thoroughly and appropriately	1 or 2 sections not answered thoroughly and/or appropriately	3-4 sections not answered thoroughly and/or appropriately	5-6 sections not answered thoroughly and/or appropriately	
<b>Grammar</b>	Correct verb tense, capitalization and punctuation used throughout the application	1-2 errors in verb tense, capitalization and/or punctuation	3-4 errors in verb tense, capitalization and/or punctuation	5-6 errors in verb tense, capitalization and/or punctuation	
<b>Spelling</b>	No spelling errors	1-2 spelling errors	3-4 spelling errors	5-6 spelling errors	