

Student's Name \_\_\_\_\_

## Job Application Rubric

| CRITERIA                        | EXCELLENT   | GOOD   | SATISFACTORY   | MINIMUM  | SCORE & COMMENTS |
|---------------------------------|---|--|--|--|------------------|
| <b>PRESENTATION/<br/>FORMAT</b> | <ul style="list-style-type: none"> <li>▪ Overall appearance is clean, neat, and professional looking</li> <li>▪ Printing is consistent in size and legible</li> </ul> | <ul style="list-style-type: none"> <li>▪ Overall appearance is clean and neat</li> <li>▪ Printing is consistent in size and legible</li> </ul> | <ul style="list-style-type: none"> <li>▪ Overall appearance is clean and neat</li> <li>▪ Printing could be improved, some inconsistencies in size</li> </ul> | <ul style="list-style-type: none"> <li>▪ Overall appearance is not clean and neat</li> <li>▪ Printing needs to be improved, several inconsistencies in size</li> </ul> |                  |
| <b>Ranking Points</b>           | <b>10</b>   | <b>9</b>   | <b>7</b>   | <b>6</b>   |                  |
| <b>COMPLETENESS</b>             | <ul style="list-style-type: none"> <li>▪ All sections answered thoroughly and appropriately</li> </ul>  | <ul style="list-style-type: none"> <li>▪ 1 or 2 sections not answered thoroughly and/or appropriately</li> </ul>                               | <ul style="list-style-type: none"> <li>▪ 3-4 sections not answered thoroughly and/or appropriately</li> </ul>  | <ul style="list-style-type: none"> <li>▪ 5-6 sections not answered thoroughly and/or appropriately</li> </ul>  |                  |
| <b>Ranking Points</b>           | <b>20</b>   | <b>17</b>  | <b>15</b>  | <b>12</b>  |                  |
| <b>GRAMMAR</b>                  | <ul style="list-style-type: none"> <li>▪ Correct verb tense, capitalization and punctuation used throughout the application</li> </ul>                                | <ul style="list-style-type: none"> <li>▪ 1-2 errors in verb tense, capitalization and/or punctuation</li> </ul>                                | <ul style="list-style-type: none"> <li>▪ 3-4 errors in verb tense, capitalization and/or punctuation</li> </ul>  | <ul style="list-style-type: none"> <li>▪ 5-6 errors in verb tense, capitalization and/or punctuation</li> </ul>  |                  |
| <b>Ranking Points</b>           | <b>10</b>   | <b>8</b>   | <b>7</b>   | <b>6</b>   |                  |
| <b>SPELLING</b>                 | <ul style="list-style-type: none"> <li>▪ No spelling errors</li> </ul>  | <ul style="list-style-type: none"> <li>▪ 1-2 spelling errors</li> </ul>  | <ul style="list-style-type: none"> <li>▪ 3-4 spelling errors</li> </ul>  | <ul style="list-style-type: none"> <li>▪ 5-6 spelling errors</li> </ul>  |                  |
| <b>Ranking Points</b>           | <b>10</b>   | <b>8</b>   | <b>7</b>   | <b>6</b>   |                  |

**Teacher Note:** *Ranking Points may vary according to your grading system*

**TOTAL SCORE:**

**Comments:** \_\_\_\_\_

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