*Job Application Rubric - Template*

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Application Assessment Rubric**

***This is to be scored by the classroom instructor***

***Use this rubric to score the student’s job application.***

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| --- | --- | --- | --- |
| **Sections** | **Element of Review** | **Points Available** | **Points Awarded** |
| **Opening/Intro/General Information** | **Includes name, address, telephone, mailing address, WVEIS number, parent contact, etc.** | **25** |  |
| **Program Selection** | **Selected (3) program choices.** | **10** |  |
| **High School Plans** | **Clearly states goals/plans after graduation** | **15** |  |
| **References** | **Includes a minimum of two references** | **20** |  |
| **Information Quality** | **Information provided demonstrates ability to obtain employment; professional terms are used, information is clearly stated, information is complete** | **10** |  |
| **Grammar and Punctuation** | **No spelling errors**  **No grammatical errors**  **No punctuation errors** | **10** |  |
| **Following Directions** | **Student has completed all blanks in ink/type. Student signs the application according to directions. All application directions are followed** | **10** |  |
| **Total** | * ½ point scoring is appropriate for this section   (i.e. 7.5, 6.5. 3.5, etc.) | **Possible**  **100** |  |