

Grading Instrument: Rubric: Job Posting, Cover Letter, Resume

Component	Unacceptable (<17.5 Points)	Acceptable (17.6 -22.4)	Target 22.5-(25 points)
Job Choice	Student did not choose a job related to discipline. Student is not qualified for position and no evidence to support plan of action to meet requirements.	Student chose job relevant to discipline. Student is not qualified for position but provides some evidence to support plan of action to meet requirements.	Student chose job relevant to discipline. Student is qualified for position and provides some evidence to support plan of action to meet requirements
Component	Unacceptable (<17.5 Points)	Acceptable (17.6 -22.4)	Target 22.5-(25 points)
Job Announcement	Student did not submit copy of job post or submitted copy of job post but it is unrelated to discipline. Student is not qualified for position and no evidence to support plan of action to meet requirements.	Student submitted copy of job post. Job post is relevant to discipline. Student is not qualified for position but provides some evidence to support plan of action to meet requirements.	Student submitted copy of job post and evidence to support use of multiple search engines. Job post is relevant to discipline. Student credentials meet job post requirements.
Component	Unacceptable (<17.5 Points)	Acceptable (17.6 -22.4)	Target 22.5-(25 points)
Cover Letter	Student did not submit a cover letter or submitted a cover letter that does not contain the 3 components. Content is generic and does not match criteria in job post. Cover letter does not include hand written signature.	Student cover letter completed and contains 3 components. Content is somewhat specific and addresses a few of the components identified in job post. Does not include hand written signature.	Student cover letter completed and contains 3 components. Content is job specific and matches criteria in job post. Cover letter includes hand written signature.
Component	Unacceptable (<17.5 Points)	Acceptable (17.6 -22.4)	Target 22.5-(25 points)
Resume	Student resume missing or submitted but fails to include key components. Resume does not apply to job post.	Student resume completed and includes the majority of components: name and contact information, education, experience, professional development and certifications. Resume reflects some of qualifications addressed in job post.	Student resume completed and includes major components: name and contact information, education, experience, professional development and certifications. Resume applies to job post.

Additional Comments:

/100 pts.