

This is the rubric for Part 1 of the spring 2018 Performance-Based Assessment for revision programs.

| Stimulus | Rating_3 | Rating_2 | Rating_1 | Rating_0 |
|-----------------------------------|--|--|---|---|
| A. Résumé | | | | |
| Identification Information | Name, address, phone number, and email address are listed. | One element of the required information is missing. | Two or three elements of the required information are missing. | All elements of the required information are missing. |
| Education | Schools attended are listed in reverse chronological order, including name, location, dates attended, and expected date of graduation. | One element of the required information is missing. | Two or three elements of the required information are missing. | All elements of the required information are missing. |
| Experience / Skills | Employment history is listed, in reverse chronological order, and includes place, time, and description of position. Or, at least three skills relevant to the desired job are listed. | Employment history is listed, in reverse chronological order, and includes two of the three elements. Or, two skills relevant to the desired job are listed. | Employment history is listed, and / or includes one of the three elements. Or, one skill relevant to the desired job is listed. | Neither employment history nor skills are listed in this section. |

| Stimulus | Rating_3 | Rating_2 | Rating_1 | Rating_0 |
|---|--|--|--|--|
| References | Three references are included listing the name, job title, business or organization, address, and phone number for each. | Two references are included with all of the criteria for each OR three references are included but are missing portions of the criteria. | One reference is included with all of the criteria OR two or more references are included with missing criteria. | No references are included. |
| Format | The résumé is typed in a professional font, size 10–12, with adequate white space. Each section includes a visually distinct header. | The résumé is typed in a professional font, size 10–12. Each section includes a header. | The résumé is typed in a professional font, size 10–12. | The résumé is not typed OR does not meet any of the criteria listed. |
| Spelling, Grammar, and Punctuation | The résumé is free of significant errors in spelling, grammar, or punctuation. | The résumé includes two or fewer errors in spelling, grammar, or punctuation. | The résumé has three to five errors in spelling, grammar, or punctuation. | The résumé has six or more errors in spelling, grammar, or punctuation. |
| B. Job Application | | | | |
| Appearance | All information is printed legibly. The paper is smooth and does not contain any smudges, wrinkles, or tears. | Print is difficult to read OR the paper is somewhat smudged, wrinkled, or torn.s | Print is illegible OR the paper is severely smudged, wrinkled, or torn. | Print is illegible AND the paper is severely smudged, wrinkled, or torn. |

| Stimulus | Rating_3 | Rating_2 | Rating_1 | Rating_0 |
|---|--|--|--|--|
| Spelling, Grammar, and Punctuation | The application is free of significant errors in spelling, grammar, or punctuation. | The application includes two or fewer errors in spelling, grammar, or punctuation. | The application has three to five errors in spelling, grammar, or punctuation. | The application has six or more errors in spelling, grammar, or punctuation. |
| References | Three references are included listing the name, job title, business or organization, address, and phone number for each. | Two references are included with all of the criteria for each OR three references are included but are missing portions of the criteria. | One reference is included with all of the criteria OR two or more references are included with missing criteria. | No references are included. |
| Completeness | All required fields are complete. | One to two required fields are not complete. | Three to four required fields are not complete. | Five or more required fields are not complete. |