

Applicant: _____ Date Received: _____

Job Application Assessment Rubric

This form may be used by the hiring team to determine which applicants to interview.

Sections	Element of Review	Points Available	Points Awarded
Overall impression	Reaction to total application package, including any personal interaction with student	10	
Activities	Student is actively engaged on campus/in community	10	
Employment	Work experience is relevant to the position	5	
Skills/Qualifications	Student possesses required skills/qualifications	10	
Timeliness	Application materials were received in a timely manner	5	
Information Quality	Information is professional, relevant and clear	10	
Language	Documents display minimal spelling, grammatical and/or punctuation errors	10	
Directions	Application directions were followed completely	10	
Effort	Student appears to have taken application process seriously	10	
WTAMU Application	Accurate and complete	5	
Other Considerations	Greeting was included with application	5	
	Schedule fits needs	10	
Total	<ul style="list-style-type: none"> ½ point scoring is appropriate for this section (i.e. 7.5, 6.5, 3.5, etc.) 	Possible 100	
Comments:			

Reviewer's
Initials: