

Name: _____

	Beginner: 1 point	Developing: 2 Points	Proficient: 3 points	Exemplary: 4 points	Self Eval	Teacher Eval.
Cover Letter	Many errors in formatting, grammar, or information selected. Letter is not effective in encouraging candidate to be considered.	Includes some information about the candidate that could pertain to the available position. Letter may not be clear or detailed enough to be effective. Errors present in format or grammar.	The cover letter introduces the candidate and provides relevant information and provides reasons they should be considered for the job. Few errors in format or grammar.	This letter is clear and concise. It gets right to the point and contains detailed, relevant information and explains why the candidate is perfect for the job		
Resume	Does not draw attention, appears somewhat disorganized, many errors	Basic information is present; contains several errors in formatting, language, spelling, etc.	Well-organized, clear information with few errors; contains information about activities, experiences and education.	Information is clear and well presented. Appropriate, well selected experiences, activities, and education listed.		
Interview Speaking Skills	Great difficulty communicating ideas. Poor voice projection. Candidate seems underprepared for the interview	Some difficulty communicating ideas, due to volume or lack of preparation.	Communicates ideas with proper voice projection. Adequate preparation and delivery.	Communicates ideas with enthusiasm, proper voice projection, appropriate language, and clear delivery.		
Interaction and Eye Contact	Little effort to engage interviewer; does not respond to questions, comments, or nonverbal cues. Little to no eye contact.	Limited interaction with interviewer; clear effort to make at least limited eye contact. Responds to direct questions and tries to adjust delivery with limited success.	Interacts well; makes appropriate eye contact, responds to questions and adjusts answers based on verbal and nonverbal feedback.	Enjoyable and engaging interaction. Makes appropriate eye contact and adjusts conversation seamlessly as needed based on verbal and nonverbal cues from interviewer.		
Body Language and Posture	Poor posture and/or body position; unconscious or repetitive movements can be distracting. Candidate seems unaware of their nonverbal cues.	Candidate attempts to control body movements and appropriate posture with limited success.	Maintains appropriate posture and appears aware of sending appropriate nonverbal cues. Seems aware of proximity to interviewer; adjusts as necessary.	Pleasant, appropriate proximity to interviewer, excellent posture and body language; movements and nonverbal cues are natural and appropriate.		
Total Points						