

Applicant: _____

Employer: _____

Paperwork

50%		5	6	7	8	9	10
	Application	Turned In	Incomplete, more than 6 typos, reason for leaving previous jobs is super questionable	Incomplete, 5-6 typos, might be a good fit for the company	Complete, 3-4 typos, possibly a good fit for the company	Complete, 1-2 typos, possibly a good fit for the company	Complete, no typos, clearly a good fit for the company
	Resume	Turned In	Incomplete, more than 6 typos, does not clearly demonstrate ability to do the job, "I" statements	Complete, 5-6 typos, might not be visually balanced, demonstrates ability to do the job, some "I" statements used	Complete, 3-4 typos, mostly visually balanced, demonstrates ability to do the job, some action words used	Complete, 1-2 typos, balanced, clearly demonstrates ability to do the job, action words used	Complete, no typos, visually balanced, clearly demonstrates ability to do the job, all action words used
	Cover Letter	Turned In	Incomplete, more than 6 typos, much shorter or longer than a single page, interest or intent are not stated, experience and skills are not described	Complete, 5-6 typos, shorter or longer than a single page, interest or intent are stated, experience and skills are described	Complete, 3-4 typos, slightly shorter or longer than a single page, interest and intent are stated, experience and skills are described, signed	Complete, 1-2 typos, one page, interest and intent are clear, experience and skills are well-described and relevant, thanks the employer, signed	Complete, no typos, one page, interest and intent are clear, experience and skills are well-described and clearly fit the position, thanks the employer, signed
Straight in the Trash			"Maybe" Pile			Would Interview	

Remember: Complete, Convincing, and Clear

Total: ____/30

Comments: _____
