

# IVROP APPLICATION FOR EMPLOYMENT RUBRIC

Student Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

Category	4	3	2	1	0
<b>Name</b>	Wrote entire name (first, Middle, last) with no errors independently	Wrote entire name (first, Middle, last) with 1 error independently	Wrote entire name (first, Middle, last) with 2 errors independently	Wrote entire name (first, Middle, last) with more than 3 errors independently	Less than entire name written or so many errors as to not warrant credit
<b>Address</b>	Wrote entire Address (street, city, state, zip code with no errors independently	Wrote entire Address (street, city, state, zip code with 1 error independently	Wrote entire Address (street, city, state, zip code with 2 errors independently	Wrote entire Address (street, city, state, zip code with more than 3 errors independently	Less than entire address or so many errors as to not warrant credit
<b>Phone Number</b>	Wrote entire phone number with no errors independently	Wrote entire phone number with 1 error independently	Wrote entire phone number with 2 errors independently	Wrote entire phone number with more than 3 errors independently	Less than entire phone number written or so many errors as to not warrant credit
<b>School Name</b>	Wrote entire school name with no errors independently	Wrote entire school name with 1 error independently	Wrote entire school name with 2 errors independently	Wrote entire school name with more than 3 errors independently	Less than entire school name written or so many errors as to not warrant credit
<b>School Address</b>	Wrote entire school address with no errors independently	Wrote entire school address with 1 error independently	Wrote entire school address with 2 errors independently	Wrote entire school address with more than 3 errors independently	Less than entire school address or so many errors as to not warrant credit
<b>Work History</b>	Wrote entire work history with no errors independently	Wrote entire work history with 1 error independently	Wrote entire work history with 2 errors independently	Wrote entire work history with more than 3 errors independently	No attempt at work history or so many errors as to not warrant credit
<b>References</b>	Wrote all references with no errors independently	Wrote all references with 1 error independently	Wrote all references with 2 errors independently	Wrote all references with 3 errors independently	No attempt at references or so many errors as to not warrant credit
<b>Questions/ Skills</b>	Answered all questions and included special skills correctly with no errors independently	Answered all questions and included special skills correctly with 1 error independently	Answered all questions And included special skills correctly with 2 errors independently	Answered all questions And special skills correctly with more than 3 errors independently	Did not answer all questions/skills or so many errors as to not warrant credit
<b>Overall Appearance</b>	Overall appearance is clean, neat and professional ( no smudges, uses prescribed pen). Printing is consistent in size and legible. All questions answered in detail with action verbs.	Overall appearance is clean and neat but may contain 1 smudge or crossed out letter or printing may be inconsistent in 1 section. All questions answered in detail using action verbs but may be missing 1 item.	Overall appearance basically clean and neat but contains more than one smudge or crossed out letter and or printing may be inconsistent .All questions answered in detail using action verbs but may be missing 2 items.	Overall appearance is not clean or neat and contains multiple smudges, crossed out word and printing is inconsistent throughout. All questions answered in detail using action verbs but may be missing 3 items.	Overall appearance is undesirable with no attention to detail, or so little attention to detail as to not warrant credit.