

Employability Award Written Application Rubric

	Excellent	Good	Needs Improvement	Unsatisfactory
Resume	<p>Excellent formatting and organisation of the resume.</p> <p>Clear communication of relevant experiences, capabilities, and achievements.</p>	<p>Good formatting and organisation of the resume.</p> <p>Adequate communication of relevant experiences, capabilities, and achievements.</p>	<p>Basic formatting and organisation of the resume.</p> <p>Some communication of experiences, capabilities, and achievements.</p>	<p>Missing key components of a resume.</p> <p>Inadequate communication of experiences, capabilities, and achievements.</p>
Capability Statements	<p>Statements demonstrate a thorough knowledge of strengths and/or personal capabilities developed through the Award process.</p> <p>Applicant identifies four key capabilities and uses the STAR/E technique to construct excellent responses which are comprehensive and well-constructed.</p> <p>Statements are engaging and highly effective in demonstrating enhanced employability.</p>	<p>Statements demonstrate considerable knowledge of strengths and/or personal capabilities developed through the Award process.</p> <p>Applicant identifies four key capabilities, and the STAR/E technique is consistently used.</p> <p>Statements are considerably effective in demonstrating enhanced employability.</p>	<p>Statements demonstrate limited knowledge of strengths and/or personal capabilities developed through the Award process.</p> <p>Applicant has identified less than four key capabilities and/or elements of the STAR/E technique are missing and/or inconsistently applied.</p> <p>Statements are somewhat effective in demonstrating enhanced employability.</p>	<p>Statements demonstrate very limited knowledge of strengths and/or personal capabilities developed through the Award process.</p> <p>Applicant identifies little to no capabilities and/or none or very limited use of STAR/E technique.</p> <p>Statements are not effective in demonstrating enhanced employability.</p>
Application to Work Environment	<p>Provides a clear and considered connection between how the strengths/capabilities gained through the Award process will be effective in specific future work practices.</p>	<p>Provides a general connection between how the strengths/capabilities gained through the Award process would be effective to future work practices, although some connections may benefit from clearer articulation or further elaboration.</p>	<p>Provides a limited connection between how the strengths/capabilities gained through the Award process would be effective in future work practices.</p>	<p>Provides no connection between how the strengths/capabilities gained through the Award process would be effective in future work practices.</p>
Technical	<p>Practically no errors in spelling, grammar, and sentence structure.</p>	<p>A few errors in spelling, grammar, and sentence structure but they do not affect the clarity of meaning.</p>	<p>Several errors in spelling, grammar, and sentence structure that has some impact on the clarity of meaning and overall impression.</p>	<p>Numerous errors in spelling, grammar and sentence structure that creates confusion in meaning and weakens the application.</p>