

Siena Heights University

Career Services

RESUME RUBRIC

Review: 1st 2nd 3rd

Date:

Reviewer's Name:

Student's Name:

Criteria	Excellent/Competitive	Satisfactory	Minimum/Non-Competitive	Needs Improvement	Comments
Design/Format	<input type="checkbox"/> Name and address easily identifiable <input type="checkbox"/> Appropriately used a concise bullet list/paragraph format <input type="checkbox"/> Error free , polished and consistent <input type="checkbox"/> Visually perfect and consistent <input type="checkbox"/> Design elements appropriate and consistent	<input type="checkbox"/> Name and address easily identifiable <input type="checkbox"/> Appropriately uses bullet list/paragraph format <input type="checkbox"/> Free of mechanical errors <input type="checkbox"/> Visually acceptable and consistent <input type="checkbox"/> Design elements are minimally appropriate/consistent	<input type="checkbox"/> Missing name or address information <input type="checkbox"/> Does not always use bullet list/paragraph format <input type="checkbox"/> A few minor visual/ format errors <input type="checkbox"/> Visually acceptable but minimally inconsistent <input type="checkbox"/> Design elements are inconsistent	<input type="checkbox"/> Missing name or address information <input type="checkbox"/> Does not use bullet list/paragraph format <input type="checkbox"/> Frequent minor visual/format errors <input type="checkbox"/> Visually unacceptable and distracting <input type="checkbox"/> Design elements are distracting	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
Spelling/Grammar	<input type="checkbox"/> No spelling errors <input type="checkbox"/> No grammatical errors	<input type="checkbox"/> One spelling error <input type="checkbox"/> One grammatical error	<input type="checkbox"/> Two spelling errors <input type="checkbox"/> Two grammatical errors	<input type="checkbox"/> Three or more spelling errors <input type="checkbox"/> Three or more grammatical errors	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
Job-Specific Information	<input type="checkbox"/> Information exhibits ability to fit the job description and add value to the company <input type="checkbox"/> Industry specific language used when describing skills <input type="checkbox"/> Effective use of action phrases and correct tense when describing all skills <input type="checkbox"/> Has all required and relevant information	<input type="checkbox"/> Information exhibits an ability to perform the job <input type="checkbox"/> Some industry specific language used <input type="checkbox"/> Some use of action phrases and correct tense <input type="checkbox"/> Includes all required and/or relevant information	<input type="checkbox"/> Information is not job-specific <input type="checkbox"/> Not industry specific <input type="checkbox"/> Uses a few action phrases and tasks/duties, sometimes uses incorrect tense <input type="checkbox"/> Includes almost all required information	<input type="checkbox"/> Information is irrelevant <input type="checkbox"/> Not industry specific <input type="checkbox"/> Use of tasks/duties versus skills, uses incorrect tense <input type="checkbox"/> Missing some sections of required information	<div style="border: 1px solid black; height: 180px; width: 100%;"></div>

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Sections/ Content Header <i>(Name, address, phone, email; if applicable social networking site or online portfolio)</i>	<input type="checkbox"/> Header is accurate , complete and polished <input type="checkbox"/> Objective/Professional Skills Profile is specific to position and the job-related skills	<input type="checkbox"/> Header is accurate and complete <input type="checkbox"/> Objective/Professional Skills Profile is specific to position only	<input type="checkbox"/> Header is missing a key element <input type="checkbox"/> Objective/Professional Skills Profile is too general or missing	<input type="checkbox"/> Header is missing more than 1 key element <input type="checkbox"/> Objective/Professional Skills Profile looks like a job description	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Education <i>(Major, minor, specialization, GPA: 3.5 or higher, years attended)</i>	<input type="checkbox"/> Includes correct identification of degree(s) <input type="checkbox"/> Listed in order of most recent to least recent <input type="checkbox"/> Consistent formatting <input type="checkbox"/> Includes only postsecondary education	<input type="checkbox"/> Degree(s) listed but not correctly identified <input type="checkbox"/> Listed in order of most recent to least recent <input type="checkbox"/> Inconsistent formatting <input type="checkbox"/> Includes only postsecondary education	<input type="checkbox"/> Degree(s) listed but not correctly identified <input type="checkbox"/> Not listed in order of most recent to least recent <input type="checkbox"/> Inconsistent formatting <input type="checkbox"/> Includes education prior to postsecondary education	<input type="checkbox"/> Education section is missing information or does not correctly identify degree(s) <input type="checkbox"/> Not listed in order of most recent to least recent <input type="checkbox"/> Inconsistent formatting <input type="checkbox"/> Includes education prior to postsecondary education	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Experience <i>(action verbs, correct tense, quantifiable results, field experience, use of industry specific language)</i>	<input type="checkbox"/> Experience includes effective use of key information	<input type="checkbox"/> Experience includes some use of key information	<input type="checkbox"/> Experience includes an ineffective use of key information	<input type="checkbox"/> Experience does not include key information	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>

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Skills	<input type="checkbox"/> Skills are specific to position and industry (transferable skills)	<input type="checkbox"/> Some Skills are unrelated to position and industry; did not identify transferable skills	<input type="checkbox"/> Skills are too generic; did not identify transferable skills	<input type="checkbox"/> Skills are not identified or too generic; did not identify transferable skills	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Other	<input type="checkbox"/> Relevant Affiliations/Certifications/Licensures are strategically placed <input type="checkbox"/> Activities/Honors/Volunteer includes leadership experience and accomplishments <input type="checkbox"/> Languages are identified and reflect fluency <input type="checkbox"/> Relevant Computer Skills are strategically placed	<input type="checkbox"/> Affiliations/Certifications/Licensures are included if applicable <input type="checkbox"/> Activities/Honors/Volunteer identifies leadership <input type="checkbox"/> Languages are identified, reflect fluency <input type="checkbox"/> Computer Skills are included	<input type="checkbox"/> Affiliations/Certifications/Licensures not included <input type="checkbox"/> Activities/Honors/Volunteer included <input type="checkbox"/> Languages are identified <input type="checkbox"/> Computer Skills identified incorrectly	<input type="checkbox"/> Affiliations/Certifications/Licensures not included <input type="checkbox"/> Activities/Honors/Volunteer are not identified <input type="checkbox"/> Languages are not identified <input type="checkbox"/> Computer Skills not included	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>

Additional Comments: