

JOB RESEARCH RUBRIC

<u>Advanced</u>	<u>Satisfactory</u>	<u>Needs Revision</u>
All 3 job selection forms are complete and accurate	All three job selection forms are mostly complete and accurate	The job selection forms are partially and incompletely filled in
The resume is completed and shows effort	The resume is mostly completed	The resume is incomplete and provides little information
The resume is written with few to no errors in spelling and punctuation	The resume has some errors in spelling and punctuation that do not interfere	The resume has many errors in spelling and punctuation that interfere with understanding
The persuasive letter uses information from the resume to show qualifications and shows effort	The persuasive letter uses most of the information from the resume	The persuasive letter does not use information from the resume
The persuasive letter is written with few to no errors in spelling and punctuation	The persuasive letter has some errors in punctuation and spelling that do no interfere	The persuasive letter has many errors in spelling and punctuation that interfere with understanding
The persuasive letter is written in correct business letterform	The majority of the persuasive letter is written in correct business letterform	The letter is not written in correct business letterform
The persuasive letter is convincing to the reader	The persuasive letter is somewhat convincing to the reader	The persuasive letter is disjointed and makes little sense to the reader