**PERSONAL FACT SHEET RUBRIC**

# STUDENT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

20 15 10 5

**EXCELLENT GOOD SATISFACTORY NEEDS IMPROVEMENT**

**This personal fact sheet is This personal fact sheet is This personal fact sheet is a This personal fact sheet is neat,**

**complete, and reflects acceptably neat and bit messy and incomplete not helpful for completing**

**your true qualifications complete and reflects most of and reflects only some of job applications your qualifications your qualifications**

VISUAL PRESENTATION • Handwriting is neat and • Handwriting is neat and • Handwriting is readable • Handwriting is messy

readable readable • Some erasures are • Few erasures are complete

* All erasures are complete • Most erasures are complete complete • There are many scribbles
* There are no scribbles or • There is one scribble or • There are few scribbles or or other marks on the page other marks on the page other mark on the page other marks on the page

COMPLETENESS • Every answer field has •One answer field has been • Two answer fields have • Three or more answer

been completed left uncompleted been left uncompleted fields have been left

uncompleted

APPROPRIATENESS • Every answer matches the • All but 1 or 2 answers • All but 3 or 4 answers • More than 4 answers do not entry prompt match the entry prompt match the entry prompt match the entry prompt

* Correct terminology is used • Correct terminology is used • Some phrases or answers • Many phrases or answers to describe each answer to describe each answer are inappropriate to the appear to have been made up by

field field answer field student for each answer field

ACCURACY • Entry fields accurately and • Entry fields accurately • Entry fields leave out • Entry fields do not mention

completely reflect reflect achievements in details of achievements in achievements in education

achievements in education education and personal life education and personal and personal life

and personal life • At least three references life • Only one reference is listed,

* At least three complete are listed, but 1 or 2 pieces • Two references are listed, or only the names of references are listed, of information are missing or only the names of references are listed (no

including contact • Personal information is references are listed (no contact information)

information accurate contact information) • Personal information is not

* Personal information is • Personal information is accurate accurate and complete slightly inaccurate

MECHANICS • No spelling or grammar • 1-2 spelling or grammar • 3-4 spelling or grammar • 5-6 spelling or grammar

errors errors errors errors

SCORE\_\_\_ / \_\_\_\_

# COMMENTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_