STUDENT LEADER APPLICATION EVALUATION RUBRIC

Applicant Name:
Reviewer Name:

Reviewers, please utilize these cover letter and resume resources when scoring applicant's materials:
- **Cover letter:** Guide
- **Resume:** Example

Please utilize the rubric below to review the applicant's application. If an applicant has met a requirement listed, check the "Yes" box, and if not, check "No." **Please select either 'Yes' or 'No', not both.** After reviewing all materials, count how many "Yes" boxes are checked and enter that number in the final row, in place of the X (i.e. 8/11). Finally, please summarize the applicant's materials and your evaluation at the end of this rubric, including anything in particular that a supervisor should know from the materials or any thoughts that guided the way in which you evaluated the applicant.

Category	Expectations that Should be Met/Included	Yes	No
Cover Letter	Clearly identifies skills and interests as they pertain to a leadership role	☐	☐
	Transitions between paragraphs are well written	☐	☐
	Cover letter is formatted according to the guide	☐	☐
	Minimal spelling and grammar errors	☐	☐
Resume	Clearly targeted to a Student Leader role	☐	☐
	Content is strong and presented professionally	☐	☐
	Format is organized, clear and readable and it's easy to access key details, encourages a deeper read	☐	☐
	Minimal spelling, grammar errors	☐	☐
Supplemental questions	Addresses question(s) directly and thoroughly	☐	☐
	Provides evidence of relevant skills/experience/qualities	☐	☐
	Minimal spelling, grammar, or organizational errors	☐	☐
	Total Checked Boxes	X/11	■

Comments: