

APPLICATION SCORING GUIDE

Name: _____ Training Program: _____

Directions: For each of the numbered items (Application Criteria), choose one of the Scoring Levels and circle the appropriate points. Total and record the points at the bottom (maximum of 100 points).

APPLICATION CRITERIA	SCORING LEVELS			
	Advanced Achievement	Satisfactory Achievement	Limited Achievement	No Achievement
1. Appearance	Professional appearance; legible; neat 25 points	Acceptable appearance; readable; fairly neat 20 points	Marginal appearance; writing sloppy 15 points	Sloppy appearance; illegible; and/or used pencil 10 points
2. Following Directions	All information is provided; all directions followed 25 points	Missing 1 piece of information; and/or did not follow 1 of the directions 20 points	Missing 2-3 pieces of information; and/or did not follow 2 or 3 directions 15 points	Missing more than 3 pieces of information; and/or did not follow more than 3 directions 10 points
3. Mechanics and Details	No spelling errors; no details missing 25 points	1 spelling error; and/or 1 detail missing 20 points	2-3 spelling errors; and/or 2-3 details missing 15 points	More than 3 spelling errors; and/or more than 3 details missing 10 points
4. Basic Information	Word choice is professional; answers are specific 25 points	Word choice is acceptable; answers are acceptable 20 points	Word choice is questionable; answers are questionable 15 points	Word choice is unacceptable; answers are unacceptable 10 points

Total Points: _____

90 - 100 points

80 - 89 points

60 - 79 points

0 - 59 points

Advanced Achievement

Satisfactory Achievement

Limited Achievement

No Achievement

Explanation of Application Scoring Guide

Appearance:

- Clean and unwrinkled
- Stayed on the lines and in the space provided
- Legible (typing or use of proper color ink, usually black or blue)
- Corrections made are neat

Following Directions:

- Provided all the information asked (all dates and explanations)
- Followed directions listed (ex.: print in black ink; “in your own handwriting”)
- Listed appropriate number of references as indicated

Mechanics and Details:

- Spelling
- Capitalization and punctuation
- Nothing left blank – if it does not apply, either place a dash (--) or N/A for Not Applicable

Basic Information and Brief Answers:

- Accurate, correct, clear
- All questions answered
- Answers are complete
- References listed are appropriate (examples: employer – past and present, school personnel – instructor, counselor, principal; other adults who can tell about work ethic and character)
(Do not list classmates, friends, or parents/guardians of your friends.)