

G. WORK-READINESS CERTIFICATE SCORING RUBRIC (side 1)

Candidate Name: _____ Interviewer Name: _____
(as printed on resume)

WRC Location: _____ Date: _____ Score: _____

I, _____, have interviewed the WRC candidate and certify that the score above reflects the appropriate demonstrated level of the competency by the WRC candidate. Questions regarding my score of the candidate, can be addressed to me at:

Candidate must PASS 4 out of 4
(please check appropriate box and fill in comments section)

Competency	Work Ready	Not Ready	Comments
1) Academic and Personal Development For example: *Are you currently in school? *How does this position support your continued academic or personal development?	<input type="checkbox"/> Candidate demonstrates a commitment to his/her academic and personal development with a commitment to further training and evidence of successful developmental experiences.	<input type="checkbox"/> Candidate does not demonstrate a commitment to further his/her academic and personal development.	
2) Drug & Alcohol Free Behavior	<input type="checkbox"/> Candidate demonstrates a commitment to being drug and alcohol free. Answered question in an appropriate manner.	<input type="checkbox"/> Candidate does not demonstrate a commitment to being drug and alcohol free. Answered question in tactless or clumsy manner.	
3) Demonstrated ability to follow instructions and directions by bring the required paperwork to the WRC session	<input type="checkbox"/> Candidate successfully completed his/her resume and online application (typed) and submits these materials to the interviewer.	<input type="checkbox"/> Candidate failed to successfully complete and submit his/her resume or online application. The application was hand-written, (not typed) nor were they submitted to the interviewer.	
4) Punctual	<input type="checkbox"/> Candidate arrived to interview on time.	<input type="checkbox"/> Candidate arrived late following his/her scheduled interview time.	

G. WORK-READINESS CERTIFICATE SCORING RUBRIC (side 2)

Candidate Name: _____ Interviewer Name: _____
(as printed on resume)

WRC Location: _____ Date: _____ Score: _____

I, _____, have interviewed the WRC candidate and certify that the score above reflects the appropriate demonstrated level of the competency by the WRC candidate. Questions regarding my score of the candidate, can be addressed to me at:

Candidate must PASS 4 out of 6

(please check appropriate box and fill in comments section; 2 partials (Needs Work) allowed for candidate to pass)

Competency	Work Ready	Partial/Needs Work	Not Ready	Comments
5) Attends interview appropriately dressed	<input type="checkbox"/> Candidate wears interview-appropriate clothing such as slacks, dress, suit, heels, tie, button-down shirt, etc.	<input type="checkbox"/> Candidate wears some, but not all, interview-appropriate clothing.	<input type="checkbox"/> Candidate is inappropriately dressed: wrinkled, casual attire such as jeans, no-tie, sandals/sneakers, tight, low-cut or midriff blouse, etc.	
6) True, accurate, error-free and complete job application <i>*please review Application</i>	<input type="checkbox"/> Candidate possesses an accurate and complete job application.	<input type="checkbox"/> Candidate possesses a job application with minimal typographical/spelling errors and/or some incomplete sections.	<input type="checkbox"/> Candidate possesses a job application with significant typographical/spelling errors and/or incomplete sections.	
7) True, accurate, error-free and complete resume <i>*please review Resume</i>	<input type="checkbox"/> Candidate possesses an accurate and error-free resume.	<input type="checkbox"/> Candidate possesses a resume with few spelling, typographical, formatting or grammatical errors; needs guidance with resume revision.	<input type="checkbox"/> Candidate possesses a resume with significant spelling, typographical, formatting, or grammatical errors; needs assistance with resume revision.	
8) Knowledge, Skills, Abilities	<input type="checkbox"/> Candidate cites specific work/volunteer examples to support qualifications for hire.	<input type="checkbox"/> Candidate cites few specific work/volunteer experiences to support qualifications for hire.	<input type="checkbox"/> Candidate responds to most questions with "I don't know" Unable to provide reasons or experiences to support why he/she should be hired.	
9) Demonstrable interview skills	<input type="checkbox"/> Candidate has practiced interview questions. Able to articulate ideas clearly, use proper diction & grammar. Demonstrates strong listening skills.	<input type="checkbox"/> Candidate struggles to communicate and articulate ideas. Uses some improper diction and grammar. Demonstrates average listening skills.	<input type="checkbox"/> Candidate is unable to communicate clearly and concisely. Frequently uses improper diction and grammar. Demonstrates weak listening skills.	
10) Displays a positive work attitude or willingness to work	<input type="checkbox"/> Candidate displays a positive work attitude and desire to work.	<input type="checkbox"/> Candidate displays no affect or other indicator(s) of attitude or work desire.	<input type="checkbox"/> Candidate is indifferent and displays a "take it or leave it" attitude.	