

MASTER APPLICATION CHECKLIST & EVALUATION FORM

RATING SCALE

1 = WELL DONE; performance in this category exceeds expectations

2 = ACCEPTABLE; performance in this category meets expectations

3 = NOT ACCEPTABLE; improvement is needed in this category

APPEARANCE

<input checked="" type="checkbox"/>	CATEGORY	RATING	RECOMMENDATIONS FOR IMPROVEMENT
	An answer(s) in every field	1 2 3	
	Blue or black ink used	1 2 3	
	Neatness/legibility	1 2 3	
	No rips	1 2 3	
	No cross-outs or write-overs	1 2 3	

CONTENT

<input checked="" type="checkbox"/>	CATEGORY	RATING	RECOMMENDATIONS FOR IMPROVEMENT
	The application is completely filled out	1 2 3	
	Relevant answers – pertaining to the job being sought	1 2 3	
	Answers are an appropriate length.	1 2 3	

Master Application Checklist & Evaluation Cont.

RATING SCALE

- 1 = WELL DONE; performance in this category exceeds expectations
- 2 = ACCEPTABLE; performance in this category meets expectations
- 3 = NOT ACCEPTABLE; improvement is needed in this category

CONTENT

<input checked="" type="checkbox"/>	CATEGORY	RATING	RECOMMENDATIONS FOR IMPROVEMENT
	Did not provide information that would "screen out" the applicant	1 2 3	
	Content "sells" the applicant	1 2 3	
	Demonstration of genuine self-enquiry	1 2 3	
	Referred to specific job opening or category of job applying for	1 2 3	
	Realistic salary requirements are given	1 2 3	
	Most recent job listed first	1 2 3	
	Explained gaps in employment	1 2 3	
	If answer to felony is "yes", then an appropriate response is provided	1 2 3	
	"Other" section is completed with hard and soft skills as selling points	1 2 3	
	Provided three references	1 2 3	

Master Application Checklist & Evaluation Cont.

RATING SCALE

- 1 = WELL DONE; performance in this category exceeds expectations
- 2 = ACCEPTABLE; performance in this category meets expectations
- 3 = NOT ACCEPTABLE; improvement is needed in this category

LANGUAGE

<input checked="" type="checkbox"/>	CATEGORY	RATING	RECOMMENDATIONS FOR IMPROVEMENT
	No obvious spelling or grammatical errors	1 2 3	
	Answers include words that "sell" the applicant	1 2 3	
	Use of positive language	1 2 3	
	Complete Sentences	1 2 3	

FURTHER DEVELOPMENT

<input checked="" type="checkbox"/>	CATEGORY	RATING	RECOMMENDATIONS FOR IMPROVEMENT
	Notations where correction is required	1 2 3	
	Evidence of job search skill improvement	1 2 3	
	Several drafts if necessary	1 2 3	