

**Rubric or Marking Guide criteria – Job Advert Analysis & Organisation Research**

	Proposed weighting (if assessed)	Excellent	Average	Poor
<b>Advert analysis</b>	50%	<ul style="list-style-type: none"> <li>Comprehensively identifies employability skills, knowledge and experience from the job advertisement</li> <li>Links relevant and robust evidence to the employability skills, knowledge and experience</li> <li>Where appropriate, draws examples from a mix of work / volunteering / community and academic experiences</li> <li>Uses correct grammar, punctuation and spelling throughout</li> </ul>	<ul style="list-style-type: none"> <li>Identifies multiple employability skills, knowledge and experience from the job advertisement but may be missing some</li> <li>Links evidence to the employability skills, knowledge and experience with room for improvement</li> <li>Draws examples from an adequate mix of work / volunteering / community and academic experiences</li> <li>Occasionally lapses in correct grammar, punctuation and/or spelling but not enough to interfere with the meaning conveyed.</li> </ul>	<ul style="list-style-type: none"> <li>Identifies few or no employability skills, knowledge and experience from the job advertisement</li> <li>Links little or no evidence to the identified employability skills knowledge and experience</li> <li>Draws from a very limited range of examples</li> <li>Makes frequent errors in grammar, punctuation and/or spelling that interfere with the meaning conveyed</li> </ul>
<b>Organisation research</b>	50%	<ul style="list-style-type: none"> <li>Provides excellent insights into organisational characteristics, values, vision, goals, major projects and latest news</li> </ul>	<ul style="list-style-type: none"> <li>Provides multiple insights into organisational characteristics, values, vision, goals, major projects and latest news</li> </ul>	<ul style="list-style-type: none"> <li>Provides little or no insights into organisation</li> </ul>