

Rubric or Marking Guide criteria – Selection Criteria

	Proposed weighting	Excellent	Average	Poor
Skills description and evidence; content	50%	<ul style="list-style-type: none"> • Response to each criterion is structured according to the STAR format to provide a clear beginning, middle and end • Evidence is relevant, well connected to the job advertisement, and provided for each specific selection criterion • Thoroughly describes skills and qualities, with excellent use of action verbs 	<ul style="list-style-type: none"> • Each criterion is covered in some detail with evidence of STAR framework • Some evidence is provided for specific selection criteria but could be improved • Describes skills and qualities with use of action verbs but could be improved 	<ul style="list-style-type: none"> • Responses for some criteria may be missing • Evidence to support responses is missing, irrelevant and/or inadequate • STAR format is not used or is inappropriately and/or rarely applied • Limited to no insight into candidate skills and qualities
Presentation and format	40%	<ul style="list-style-type: none"> • Layout of response is logical and easily dissected by the reader • Balanced margins with eye appeal • Format highlights criterion being addressed • Responses are within word count and concisely and tightly edited • Appropriate font and point size used 	<p>Layout of response is somewhat logical and can be dissected; some improvements could be made with:</p> <ul style="list-style-type: none"> • Margins • Highlighting criterion being addressed • Font or point size 	<ul style="list-style-type: none"> • Layout of response is poor or inappropriate • Margins are unbalanced and/or inappropriate • Format is inappropriate or inadequate and significantly detracts from criterion being addressed • Font and point size distract from readability and/or are difficult to read/unprofessional
Spelling and grammar	10%	<ul style="list-style-type: none"> • Uses correct grammar, punctuation and spelling throughout 	<ul style="list-style-type: none"> • Occasionally lapses in correct grammar, punctuation and/or spelling but not enough to interfere with the meaning conveyed. 	<ul style="list-style-type: none"> • Makes frequent errors in grammar, punctuation and/or spelling that interfere with the meaning conveyed