# Rubric: Applicant Rating Scale

**Instructions**: Use this form as a starting point for your development efforts. Customize this form, adding relevant information as appropriate or removing information that does not apply to your situation. Use the rubric to indicate scores for criteria listed. Total scores and use the scoring scale to determine final score.

**Applicant Name:** [Insert applicant name]

**State:** [Insert state]

**Reviewer Name:** [Insert reviewer name]

## Rubric

4 = Very strong and complete statements; exceeded expectations; evidence of high skill set

3 = Strong and complete statements; met expectations; evidence of strong skill level

2 = Adequate and complete statements; met guidelines; evidence of adequate skill level

1 = Minimal/limited completeness of statements; limited evidence of skill; does not adequately meet skill expectations

0 = Inadequate or missing statement; incomplete, no evidence of skill

## Scoring Scale

28‒25 = Exceptional candidate; exceeds expectations

24‒21 = Strong candidate

20‒16 = Candidate meets minimum criteria

15‒0 = Candidate does not meet minimum criteria

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria | Very strong4 | Strong3 | Adequate2 | Minimal1 | Inadequate0 |
| 1. **Complete application**
* Submitted responses for all sections
* Provided an e-mail address in contact information
 |  |  |  |  |  |
| 1. **Evidence of employment**
* Provided at least one phone contact and e-mail address
* Position title reflects education/training position
 |  |  |  |  |  |
| 1. **Evidence of educational preparation and development**
* Education included completion of a physical education or health-related degree
* Completed at least one professional development activity (if completed more than one course or activity related to education and training, “4” rating)
 |  |  |  |  |  |
| 1. **Evidence of interest and availability**
* Submitted responses to all questions pertaining to availability
* Described the workshops interested in facilitating
* Described number of training events interested in facilitating over the next 12 months
* Committed to facilitate at least 2 workshops over a 12-month period
* Requires reasonable notice before accepting training assignments
 |  |  |  |  |  |
| 1. **Evidence of training experience**
* Included description of prior training experiences
* Training experiences are commensurate with Training Cadre expectations
* Described personal experiences on training of adults on a school health-related subject matter
 |  |  |  |  |  |
| 1. **Resume**
* Documentation of experience with training, school health, health education, curriculum, and/or related field
 |  |  |  |  |  |
| 1. **References**
* Provided name and contact information for at least three professional references (to attest to training experience)
 |  |  |  |  |  |
| **Total Score** |  |  |  |  |  |