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|  | Applicant Rubric for MES Outreach & Communications Assistant PositionApplicant Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­ |
|  |  | Needs Improvement | Good | Very Good | Excellent | Notes |
| **Written communication skills:**Cover letter possess clear flow and articulates relevant writing experience to job. Resume demonstrates concise writing ability. Application is without grammatical, formatting, or punctuation errors. |  |  |  |  |  |
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| **Experience with Microsoft Office products:**Academic and/or professional work experience with Word, PowerPoint & Excel or demonstrated proficiency with these software programs. |  |  |  |  |  |
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| **Organizational skills:** Cover letter includes clear organization of experiences and skills. Resume is organized and clearly articulates skills and qualifications in a way that is easy to read and scan. Application materials explain professional organizational methods and experiences. |  |  |  |  |  |
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| **Social Media experience or similar relevant experience:**Ability to post and share web content. Familiarity with social media platforms (Instagram, Twitter, Facebook, LinkedIn) and practices for promotion or marketing strategies.  |  |  |  |  |  |
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| **Interpersonal communication experience:**For example: customer service experience or collaboration. Ability to meet the needs of individuals, and/or students, while remaining pleasant. |  |  |  |  |  |
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