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|  | | Applicant Rubric for MES Outreach & Communications Assistant Position  Applicant 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. | |  |  |  |  |  |
|  | |  |  |  |  |  |
| **Experience with Microsoft Office products:**  Academic and/or professional work experience with Word, PowerPoint & Excel or demonstrated proficiency with these software programs. | |  |  |  |  |  |
|  | |  |  |  |  |  |
| **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. | |  |  |  |  |  |
|  | |  |  |  |  |  |
| **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. | |  |  |  |  |  |
|  | |  |  |  |  |  |
| **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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