

PTA Program Application – RESUME Rubric (for reference only)				
	Excellent (3)	Satisfactory (2)	Non-Competitive (1)	Unacceptable (0)
Resume Format and Appearance	<ul style="list-style-type: none"> • Appropriate length (1-2 pages) • Filled page, but not overcrowded • Margins between ½ and 1 inch • Consistent font, spacing • Design elements appropriate and consistent • Easy to read, scan • Resume paper used 	<ul style="list-style-type: none"> • Appropriate length • Adequately filled page, decent use of white space • Appropriate margins • Minor issues with font, spacing • Design elements appropriate • Could be easier to read • Resume paper used 	<ul style="list-style-type: none"> • Slightly too short or long • Filling of page or use of space could be improved • Margins outside of printer range • Issues with font, spacing • Some design element issues • Not easy to read, bullet points used inconsistently 	<ul style="list-style-type: none"> • Much too short or too long • Page seemed empty • Extreme margins • Inappropriate font, spacing • Design elements distracting or inappropriate • Difficult to read, paragraph form
Resume Organization	<ul style="list-style-type: none"> • Name and contact info clearly listed at top • Titles, organizations, dates, locations consistent and clear • Most important info in top 1/3 of page • Experiences listed in reverse chronological order 	<ul style="list-style-type: none"> • Name and contact info listed at top • Titles, organizations, dates, locations consistent • Section titles clear • Some use of reverse chronological order 	<ul style="list-style-type: none"> • Some issues with name and contact information • Titles, organizations, dates, locations inconsistent • Section titles could be improved • Little use of reverse chronological order 	<ul style="list-style-type: none"> • Name and contact info missing or unclear • Titles, organizations, dates, locations missing • Missing or inadequate section titles • No clear pattern in how experience is listed
Resume Content	<ul style="list-style-type: none"> • Education section completed and effective • Many well developed accomplishment statements • Wording is concise and descriptive • Keywords, skills targeted for PTA student • Used no acronyms or if used, acronyms explained 	<ul style="list-style-type: none"> • Education section completed • Some accomplishment statements included • Wording descriptive and somewhat concise • Keywords, skills somewhat targeted for PTA student • Used no acronyms or if used, acronyms explained 	<ul style="list-style-type: none"> • Some issues with education section • Accomplishment statements not well developed • Some wordy and/or ineffective descriptions • Little targeted for PTA student • Some acronyms used without explanation 	<ul style="list-style-type: none"> • Education section incomplete, unclear • “I statements” used • No use of outcomes, accomplishments • Wordy and ineffective descriptions • Information was irrelevant, unimportant for PTA student • Used unexplained acronyms
Spelling and Grammar	Error free	One error	Two errors	Three or more errors

Applicants who are registered students at Northeast Community College can utilize Career Services for assistance in resume formats, grammar, and spelling. Norfolk Campus – College Welcome Center, Director of Career Services – Terri Heggemeyer, email: terrih@northeast.edu, Phone 402-844-7263, Toll-Free 800-348-9033 Ext. 7263, FAX 402-844-7400

PTA Program Application – COVER LETTER Rubric (for reference only)				
	Excellent (3)	Satisfactory (2)	Non-Competitive (1)	Unacceptable (0)
Cover Letter Format and Appearance	<ul style="list-style-type: none"> • Appropriate length (1 page) • Filled page, but not overcrowded • Margins between ½ and 1 inch • Consistent paragraphing • Easy to read/scan • Resume paper used 	<ul style="list-style-type: none"> • Appropriate length • Adequately filled page, decent use of white space • Appropriate margins • Minor issues with font/ spacing • Could be easier to read 	<ul style="list-style-type: none"> • Slightly too short or long • Margins outside of printer range • Issues with font spacing • Some design element issues 	<ul style="list-style-type: none"> • Much too short or too long • Page seemed empty • Extreme margins • Inappropriate font/ spacing • Design elements distracting/inappropriate • Difficult to read
Cover Letter Organization	<ul style="list-style-type: none"> • Name and contact info clearly listed at top and matches resume • Titles, organizations, address, salutation consistent and clear • Paragraphing was clear 	<ul style="list-style-type: none"> • Name and contact info listed at top but doesn't match resume • Titles, organizations, address, salutation mostly consistent with resume 	<ul style="list-style-type: none"> • Some issues with name and contact information • Titles, organizations, address, salutation inconsistent with resume • Paragraphing could be improved 	<ul style="list-style-type: none"> • Name and contact info missing/unclear • Titles, organizations, address and salutation missing • Paragraphing was inadequate
Cover Letter Content 1. Attention grabbing introductory paragraph 2. Middle paragraph(s) is focused on selling yourself 3. Conclusion paragraph	<ul style="list-style-type: none"> • Introductory paragraph grabbed the attention of the reader and was tailored well to the PTA Program • Middle paragraph sold why the PTA Program should select you, and included skills and background • Conclusion paragraph was complete with contact information and appreciation • Used an upbeat/positive tone • No use of acronyms or acronyms explained 	<ul style="list-style-type: none"> • All paragraphs complete • Tone was upbeat/positive • Wording descriptive and somewhat concise • Keywords/skills somewhat targeted for PTA • No use of acronyms or acronyms explained 	<ul style="list-style-type: none"> • Missing some content areas in one paragraph • Paragraphs not well developed • Some wordy and/or ineffective paragraphs • Lacked information specific to the PTA Program • Minimal use of acronyms or acronyms explained 	<ul style="list-style-type: none"> • Lacked information in more than one paragraph • "I statements" overly used • No specific PTA Program information found • Wordy/ineffective descriptions • Information was irrelevant, unimportant for PTA • Used unexplained acronyms
Spelling and Grammar	Error free	One error	Two errors	Three or more errors

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PTA Program Application – INTERVIEW Rubric (for reference only)			
	Professional (2)	Adequate (1)	Unprofessional (0)
Sitting Posture	<ul style="list-style-type: none"> Active listener with upright back Body language conveyed eagerness to respond 	<ul style="list-style-type: none"> Upright manner seemed fairly natural and engaged most of the time Body language was sometimes difficult to interpret 	<ul style="list-style-type: none"> Body language conveyed disinterest Slouched
Eye Contact	<ul style="list-style-type: none"> Sustained, appropriate and natural eye contact Conveyed interest in the topic and the listener 	<ul style="list-style-type: none"> Intermittent or inconsistent eye contact Lacked confidence of interactions with the listener 	<ul style="list-style-type: none"> Limited or no eye contact Seemed disengaged with topic and/or listener
Personal Gestures	<ul style="list-style-type: none"> Gestures fully facilitated and enhanced the responses Hand and facial movements were natural and effectively emphasized key points 	<ul style="list-style-type: none"> Gestures were somewhat limited, unnatural, or stiff Hand and/or facial movements were timed ineffectively or were distracting 	<ul style="list-style-type: none"> Gestures were not evident or were exceptionally distracting to the listener Facial gestures were arrogant or withdrawn
Voice Quality	<ul style="list-style-type: none"> Conversational with voice fluctuation Spoke clearly and articulately Spoke with confidence 	<ul style="list-style-type: none"> Voice was too loud, somewhat overbearing Too soft and hard to hear 	<ul style="list-style-type: none"> Voice was monotone, dull, bored Overly enthusiastic, causing distraction
Grammar	<ul style="list-style-type: none"> Integrated professional spoken language No verbal fillers (“umm”, “like”, “I mean”, “you know”, etc.) 	<ul style="list-style-type: none"> Used general words at times instead of details Integrated some professional language throughout responses Occasional verbal fillers 	<ul style="list-style-type: none"> Inarticulate Frequent fillers causing interviewer to question professionalism
Speaking Speed	Spoke in a controlled pace which conveyed competency and confidence	Spoke slightly fast or slow due to nervousness, although understandable	Spoke excessively fast or slow, making it difficult to understand
Responses to Group Questions	<ul style="list-style-type: none"> Thoughtful answers with explanation Answers reflected an understanding of the question Expressed opinions in a highly tactful and mature manner 	<ul style="list-style-type: none"> Long answers, short answers, or unoriginal answers Reflected partial understanding of the question Incomplete explanation or required follow-up questions Expressed opinions in an open, but tactless manner 	<ul style="list-style-type: none"> Doesn’t complete thoughts Short answers with no explanation Expressed opinions in a biased or inappropriate manner No answers
Responses to Individual Questions	<ul style="list-style-type: none"> Thoughtful answers with explanation Answers reflected an understanding of the question Expressed opinions in a highly tactful and mature manner 	<ul style="list-style-type: none"> Long answers, short answers Reflected partial understanding of the question Incomplete explanation or required follow-up questions Unoriginal responses Expressed opinions in an open, but tactless manner 	<ul style="list-style-type: none"> Doesn’t complete thoughts Short answers with no explanation Expressed opinions in a biased or inappropriate manner No answers
Integrating	<ul style="list-style-type: none"> Fully integrated personal knowledge, content, and experiences in a detailed manner Engaged listener with unique answers Invited response from the listener 	<ul style="list-style-type: none"> Integrated some knowledge, content, or experiences Listener needed to clarify responses 	<ul style="list-style-type: none"> Failed to integrate knowledge or experiences Inaccurate and/or incomplete responses Listener was confused
Questions	Asked committee thoughtful questions regarding the program/profession	Asked committee routine questions	Asked committee no questions
Ability to Succeed	Yes	Maybe	No

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PTA Program Application – PRE-INTERVIEW Rubric (for reference only)			
	Professional (2)	Adequate (1)	Unprofessional (0)
Pre-interview Appearance	<ul style="list-style-type: none"> Dressed in a highly professional manner (suit, sports coat, tie, dress, dress shoes) Neat and well-groomed 	<ul style="list-style-type: none"> Dressed in a casual but not necessarily professional manner (polo shirt, khakis) 	<ul style="list-style-type: none"> Dress was inappropriate and/or unkempt (athletic pants, leggings, and/or tennis shoes)
Pre-interview Verbal Communication	<ul style="list-style-type: none"> Conversational Active listening 	<ul style="list-style-type: none"> Spoke too loud, slightly disruptive Spoke too quietly, hard to hear 	<ul style="list-style-type: none"> Spoke in monotone voice Swore or spoke unprofessionally Frequently interrupted
Questions	Asked thoughtful questions regarding the program	Asked routine or unoriginal questions	Asked no questions

INSTRUCTIONS TO INTERVIEWER:

1. Make sure to take note of the applicant's name.
2. Fill in the applicant's name and complete scoring.
3. Return scoring sheet to Administrative Assistant.