**Grading Rubic**

**Total Possible Score**: 8.00

**Describe Each of the Areas of Job Description**

Total: 2.50

Distinguished - Expertly and comprehensively describes each of the areas of the job description from the vantage point of the chosen position. The descriptions are complete, articulate, and utilize vocabulary from the text.

Proficient - Describes each of the areas of the job description from the vantage point of the chosen position. The descriptions are mostly complete, but could be improved by including more detail.

Basic - Describes most of the areas of the job description from the vantage point of the chosen position; however, one or more of the descriptions are underdeveloped or incomplete.

Below Expectations - Attempts to describe the areas of the job description from the vantage point of the chosen position; however, the descriptions are too underdeveloped to be considered complete.

Non-Performance - The assignment is either nonexistent or fails to describe each of the areas of Job Description.

**Describe at least Two Selection Methods used to Recruit Qualified Candidates**

Total: 2.00

Distinguished - Expertly and comprehensively describes at least two selection methods used to recruit qualified candidates. The descriptions are complete, articulate, and utilize vocabulary from the text.

Proficient - Describes at least two selection methods used to recruit qualified candidates. The descriptions are mostly complete, but could be improved by including a little more detail.

Basic - Describes at least two selection methods used to recruit qualified candidates; however, one or more of the descriptions are underdeveloped or incomplete.

Below Expectations - Attempts to describe at least two selection methods used to recruit qualified candidates; however, the descriptions are too underdeveloped to be considered complete.

Non-Performance - The assignment is either nonexistent or fails to describe at least two selection methods.

**Explain Why these Two Selection Methods would be Most Appropriate**

Total: 2.00

Distinguished - Comprehensively explains why these two selection methods would be most appropriate. The explanation is thorough and demonstrates a firm understanding of the topic.

Proficient - Explains why these two selection methods would be most appropriate. The explanation is mostly complete and demonstrates rudimentary understanding of the topic.

Basic - Briefly explains why these two selection methods would be most appropriate. The explanation is somewhat underdeveloped and does not demonstrate a firm understanding of the topic.

Below Expectations - Attempts to explain why these two selection methods would be most appropriate, but the explanation is too underdeveloped to be considered complete.

Non-Performance - The assignment is either nonexistent or fails to explain why the two selection methods would be most appropriate.

**Critical Thinking: Explanation of Issues**

Total: 0.35

Distinguished - Clearly and comprehensively explains in detail the issue to be considered, delivering all relevant information necessary for full understanding.

Proficient - Clearly explains in detail the issue to be considered, delivering enough relevant information for an adequate understanding.

Basic - Briefly recognizes the issue to be considered, delivering minimal information for a basic understanding.

Below Expectations - Briefly recognizes the issue to be considered, but may not deliver additional information necessary for a basic understanding.

Non-Performance - The assignment is either nonexistent or lacks the components described in the instructions.

**Written Communication: Context of and Purpose for Writing**

Total: 0.35

Distinguished - Demonstrates methodical  application of organization and presentation of content. The purpose of the writing is evident and easy to understand. Summaries, quotes, and/or paraphrases fit naturally into the sentences and paragraphs. Paper flows smoothly.

Proficient - Demonstrates sufficient application of organization and presentation of content. The purpose of the writing is, for the most part, clear and easy to understand.  There are some problems with the blending of summaries, paraphrases, and quotes. Paper flows somewhat smoothly.

Basic - Demonstrates a limited understanding of organization and presentation of content in written work. The purpose of the writing is somewhat evident, but may not be integrated throughout the assignment. There are many problems with the blending of summaries, paraphrases, and quotes.  Paper does not flow smoothly in all sections.

Below Expectations - Organization and presentation of content is extremely limited. The purpose of the writing is unclear. There is little or no blending of summaries, paraphrases, and quotes. Paper does not flow smoothly when read.

Non-Performance - The assignment is either nonexistent or lacks the components described in the instructions.

**Written Communication: Control of Syntax and Mechanics**

Total: 0.20

Distinguished - Displays meticulous comprehension and organization of syntax and mechanics, such as spelling and grammar. Written work contains no errors, and is very easy to understand.

Proficient - Displays comprehension and organization of syntax and mechanics, such as spelling and grammar. Written work contains only a few minor errors, and is mostly easy to understand.

Basic - Displays basic comprehension of syntax and mechanics, such as spelling and grammar. Written work contains a few errors, which may slightly distract the reader.

Below Expectations - Fails to display basic comprehension of syntax or mechanics, such as spelling and grammar. Written work contains major errors, which distract the reader.

Non-Performance - The assignment is either nonexistent or lacks the components described in the instructions.

**APA Formatting**

Total: 0.20

Distinguished - Accurately uses APA formatting consistently throughout the paper, title and reference page.

Proficient - Exhibits APA formatting throughout the paper. However, layout contains a few minor errors.

Basic - Exhibits basic knowledge of APA formatting throughout the paper. However, layout does not meet all APA requirements.

Below Expectations - Fails to exhibit basic knowledge of APA formatting. There are frequent errors, making the layout difficult to distinguish as APA.

Non-Performance - The assignment is either nonexistent or lacks the components described in the instructions.

**Page Requirement**

Total: 0.20

Distinguished - The paper meets the specific page requirement stipulated in the assignment description.

Proficient - The paper closely meets the page requirement stipulated in the assignment description.

Basic - The paper meets over half of the page requirement.

Below Expectations - A fraction of the page requirement is completed.

Non-Performance - The assignment is either nonexistent or lacks the components described in the instructions.

**Resource Requirement**

Total: 0.20

Distinguished - Provides ample resources and uses the correct number of sources from the specified search agents.

Proficient - Provides the approximate number of sources, while using some of the correct search agents specified in the assignment instructions.

Basic - Provides over half of the sources required in the assignment instructions.

Below Expectations - Provides inadequate number of resources and does not include sources from specified search agents.

Non-Performance - The assignment is either nonexistent or lacks the components described in the instructions.