

### New Junior Volunteer Application Rubric

Criteria	Excellent 4	Good 3	Satisfactory 2	Minimum 1
<b>Completeness</b>	All sections included and complete, very thorough	All sections included and complete	Missing essay or letter of recommendation	Missing essay and letter
<b>Essays</b>	Proper short essay format, has beginning, middle, end, appropriate length (minimum 4 sentences, more preferred)	Proper format, somewhat appropriate length (approximately 3-4 sentences)	Answers not complete/too short	One word or incomplete sentence for answers
<b>Grammar/Spelling</b>	Correct tense, appropriate capitalization, punctuation, no spelling errors	1-2 errors	3-4 errors	5-6 errors
<b>Strength of Recommendation Letter/Reference</b>	Professional position, professional letter, printed on letterhead, complete contact information, specific to VBSPCA	Status of reference appropriate, not as thorough, may be missing contact information	Informal format; reference not professional, missing contact information	Friend or family; missing contact information, letter not properly formatted or not neat/clean
<b>Overall Rating</b>				

Total Score = \_\_\_\_\_