

Graduate Assistantship Personal Statement Review Rubric

REVIEW OF

REVIEWED BY

DATE

RUBRIC	SCORE
ACCEPTABLE Expectations met	3
NEEDS IMPROVEMENT Guidelines met	2
INADEQUATE Guidelines somewhat met	1
UNACCEPTABLE Incomplete; Information not available	0

SCORING SCALE	TOTAL
EXEMPLARY	8 – 9
ACCEPTABLE	5 – 7
NEEDS IMPROVEMENT	3 – 4
INADEQUATE	0 – 2

CRITERIA	3	2	1	0	
CRITERIA HEADING					
Clarity of the Application	The application is complete and professional in appearance. The resume and the statement are error free. The statement clearly addresses the academic and professional goals and provides evidence of why these goals are important.	The application is complete and professional in appearance. The resume and the statement have 1-3 errors. The statement addresses the academic and professional goals.	The application is complete but does not look professional. The resume and the statement have many errors. The statement attempts to address the academic and professional goals but there is no clarity, which makes it difficult to consider.	The application is not complete and is not professional in appearance. The resume and the personal statement have many errors. The statement does not address the academic and professional goals.	
CRITERIA HEADING					
Performance Expectations	The statement includes a detailed explanation of the student academic and professional goals and how the assistantship can help the student achieve these goals.	The statement includes an explanation of the student academic and professional goals and how the assistantship can help the student achieve these goals.	The statement includes a quick and superficial explanation of the student academic and professional goals and attempts to explain how the assistantship can help the student achieve these goals.	The statement does not include an explanation of the student academic and professional goals and does not explain how the assistantship can help in the goals to be achieved.	
CRITERIA HEADING					
Benefit to the faculty, program, or department	The statement includes a clear detailed explanation of how, if awarded the Assistantship, the student can help the department, program, or faculty in achieving the research or departmental agenda.	The statement includes an explanation of how, if awarded the Assistantship, the student can help the department, program, or faculty in achieving the research or departmental agenda.	The statement includes a quick and superficial explanation of how, if awarded the Assistantship, the student can help the department, program, or faculty in achieving the research or departmental agenda.	The statement does not include an explanation of how, if awarded the Assistantship, the student can help the department, program, or faculty in achieving the research or departmental agenda.	
CRITERIA HEADING					
Comments on application					
CRITERIA HEADING					
Reviewer's Recommendation					
COLUMN TOTALS	0	0	0	0	0
TOTAL SCORE	0				
TOTAL SCORE (SCORERS 1-3)					