

ScoringRubric

CV Match Evaluation (1–5 scale per parameter)

CV Match Evaluation Rubric (Junior Project Manager)

(1–5 scale per parameter)

Parameter	Description	Scoring Guide
Technical & Project Management Skills (Weight: 40%)	Alignment with project delivery skills — scheduling, risk tracking, stakeholder management, and use of PM tools (e.g., Jira, Asana, MS Project).	1 = No relevant skills, 2 = Minimal understanding, 3 = Basic project coordination, 4 = Strong PM foundation, 5 = Excellent skills across scope, risk, and schedule management
Experience Level (Weight: 25%)	Level of experience handling academic or professional projects.	1 = <1 yr / theoretical only, 2 = Limited exposure, 3 = 1–2 yrs small projects, 4 = 2–4 yrs with cross-functional coordination, 5 = 4+ yrs or major independent delivery experience
Communication & Stakeholder Fit (Weight: 20%)	Written and verbal communication, collaboration, and cross-cultural effectiveness.	1 = Poor clarity, 2 = Basic communication, 3 = Adequate with improvement areas, 4 = Clear, proactive communicator, 5 = Excellent communicator with global stakeholder awareness
Leadership & Initiative (Weight: 15%)	Proactiveness, ownership, and ability to drive progress with minimal supervision.	1 = Passive or reactive, 2 = Limited initiative, 3 = Moderate self-management, 4 = Proactive contributor, 5 = Strong leadership and self-driven attitude

Project Deliverable Evaluation Rubric (Junior Project Manager)

(1–5 scale per parameter)

Parameter	Description	Scoring Guide
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Project Planning & Organization (Weight: 30%)	Clarity of project scope, timeline, deliverables, and dependencies.	1 = Lacks structure, 2 = Rough planning, 3 = Basic plan with scope & milestones, 4 = Well-defined plan with clear dependencies, 5 = Excellent structure and prioritization
Risk & Issue Management (Weight: 25%)	Identification and handling of risks and mitigation strategies.	1 = No risk awareness, 2 = Mentions risk vaguely, 3 = Some identified risks, 4 = Clear tracking and mitigation plan, 5 = Excellent proactive risk governance
Stakeholder Communication (Weight: 20%)	Reporting clarity, meeting facilitation, and feedback loop quality.	1 = Poor or unclear communication, 2 = Minimal structure, 3 = Basic reporting, 4 = Consistent and professional updates, 5 = Exceptional stakeholder engagement
Documentation & Reporting (Weight: 15%)	Clarity, accuracy, and completeness of reports or documentation.	1 = Missing documentation, 2 = Incomplete or inconsistent, 3 = Adequate with room to improve, 4 = Clear and well-structured documentation, 5 = Excellent clarity and professional standard
Creativity / Process Improvement (Weight: 10%)	Implementation of process optimizations or innovative coordination ideas.	1 = None, 2 = Very minimal, 3 = Basic suggestions, 4 = Clear improvements implemented, 5 = Outstanding innovation or process enhancement