

Resume Evaluation: The 10-4 L&D Rubric

Parameter (of Resume)	Delightful (10)	Developable (7)	Dormant (4)	Disappointing (2)	Points (2 – 10)
1. Length	-Perfectly fits exactly 2 pages	-Is a little over a page	-Spills over to the 3rd page by 1 or 2 lines	-Is much shorter than 1 page or is 3 pages / longer	
2. Label	<ul style="list-style-type: none"> -The file has a good name of the type "Name-Resume.file extension". E.g.: Krishna-Resume.docx -The title prominently displays the name in a larger font (say, size 14), followed by telephone number and email ID (say, size 12). -The name is correctly spelt -The phone number is valid, and the email ID is complete and sounds professional 	<ul style="list-style-type: none"> -The file name is not clearly distinguishable e.g.: Rajesh-Resume.docx, instead of KRajesh-Resume.docx or RajeshKumar-Resume.docx -The title (name) is not in a prominently larger font size but same as rest of the document. -The name is correctly spelt, but incomplete -The email ID appears professional, but it is either generic or unrelated to the name 	<ul style="list-style-type: none"> -The file has not been named properly and professionally: name-initials-resume.docx -The title (name) is not in a prominently larger font size but same as rest of the document. -The name is incomplete, or without initials or last name -The postal address is also mentioned along with the phone number and the email ID. -Email ID doesn't sound professional / complete 	<ul style="list-style-type: none"> -The file has a generic name of the type Resume.docx or Resume-Template.pdf -The top line above name says Resume/CV/Bio data -The name is not prominently displayed in large font (say, size 14), compared to the rest of the resume (say, size 12) -The name is incomplete or misspelt -The phone number is invalid, or the email ID is incomplete or sounds unprofessional 	
3. Looks	<ul style="list-style-type: none"> -Looks well-structured and organised in the prescribed standard format -Is easy to read and has consistent fonts -Has uniform spacing inside and on borders -Avoids unnecessary capitalisation -Doesn't use emoticons, pointing symbols, arrows, etc. -Doesn't have any borders, highlighters, boxes, tables, etc. -Doesn't have too many levels of bullets 	<ul style="list-style-type: none"> -May have a few non-uniform white spaces and has scope for improving structure -Has a few words in different fonts -Has greater white spacing on some sides -Has few unnecessary capitalisation words -Uses an emoticon, or a pointing symbol, or an arrow -Has a faint border or a box -Has a few multi-level bullets 	<ul style="list-style-type: none"> -Could be improved in structure and organised much better to reduce clutter -Uses long sentences or inconsistent fonts -The spacing / borders can be improved -Has some unnecessary capitalisation words -Makes use of few emoticons, pointing symbols, arrows, etc. -Has some borders, highlighters, boxes, tables, etc. -Has several instances of unnecessary bullets 	<ul style="list-style-type: none"> -Looks ill-structured or cluttered / disorganised or not in the prescribed standard format -Is difficult to read or inconsistent fonts -The spacing inside and borders is inconsistent -Has many unnecessary capitalisation words -Makes use of several emoticons, pointing symbols, arrows, etc. -Has prominent borders, highlighters, boxes, tables, etc. -Has unnecessary or too many levels of bullets 	
4. Language	<ul style="list-style-type: none"> -Satisfies all the 5 conditions below: *No grammatical error *No punctuation slips *No spelling mistakes *No informal language *No unacceptable word 	<ul style="list-style-type: none"> -Doesn't satisfy one of the conditions below: *No grammatical error *No punctuation slips *No spelling mistakes *No informal language *No unacceptable word 	<ul style="list-style-type: none"> -Doesn't satisfy two of the conditions below: *No grammatical error *No punctuation slips *No spelling mistakes *No informal language *No unacceptable word 	<ul style="list-style-type: none"> -Doesn't satisfy three or more conditions below: *No grammatical error *No punctuation slips *No spelling mistakes *No informal language *No unacceptable word 	
5. Logic	<ul style="list-style-type: none"> -Has all the points mentioned in logical order under appropriate headings -Has a clear, distinct career objective statement with the four components -Has no missing content anywhere on the resume -Areas of technical interest are not confused with hobbies and general interests / recreational pursuits 	<ul style="list-style-type: none"> -Has one or two points not mentioned in logical order under appropriate headings -Has a basic career objective statement with a few of the four components missing -Has 1 or 2 contents missing on the resume -Areas of technical interest could be better expressed or focused or highlighted 	<ul style="list-style-type: none"> -Has many points that could be placed in better logical order under headings -Career objective statement is general or components missing -Some content is missing here and there -One or two areas of technical interest are confused with general interests / recreational pursuits 	<ul style="list-style-type: none"> -Doesn't mention all the points in logical order under appropriate headings -Doesn't have a clear, distinct career objective statement with the four components -Some key content is missing here and there -Areas of technical interest are confused with hobbies and general interests / recreational pursuits 	
6. Learning-Education	<ul style="list-style-type: none"> -The data is presented in bullets without using any tabular column -The most recent qualification is listed first, i.e. information is shared in reverse chronology 	<ul style="list-style-type: none"> -The data is mostly presented in bullets without tables -The qualifications are mostly listed in the reverse chronological order 	<ul style="list-style-type: none"> -There is at least 1 table or box, instead of bullets -A couple of details of qualification are not listed in reverse chronological order 	<ul style="list-style-type: none"> -The data is presented in tables or boxes, instead of bullets -The qualification details are not listed in reverse chronology (in jumbled or in chronological order). 	

	<ul style="list-style-type: none"> -Qualifications specify Degree and major field of study, Period of study, Institution/ school name with city, and Score. -Whenever CGPA is mentioned, the system base is also shown, e.g.: 8.8/10. If the course is still in progress, it is clearly mentioned up to which semester, in brackets. If marks are shown, the base and percentage are indicated: E.g.: 440/500 (88%) 	<ul style="list-style-type: none"> -1 or 2 qualification details of degree or major field of study like, Period of study, Institution / school name with city, Score are missing. -1 or 2 CGPA details are shown without the base e.g.: 8.8. For a course which is still in progress, it is not clearly mentioned up to which semester, in brackets. Marks are without percentage, E.g. 440/500 	<ul style="list-style-type: none"> -Several qualification details of degree or major field of study like, Period of study, Institution / school name with city, Score are missing/incomplete -Whenever CGPA is mentioned, the system base is not shown, e.g.: 8.8. If the course is still in progress, it is not mentioned up to which semester, in brackets. Marks are without base and percentage, E.g.: 440 	<ul style="list-style-type: none"> -Qualification doesn't clearly specify Degree and major field of study, Period of study, Institution/ school name with city, and Score. (missing details) -Whenever CGPA is mentioned, the system base is not shown, e.g.: 8.8. If the course is still in progress, it is not mentioned up to which semester, in brackets. If marks are shown, the base and percentage are not indicated: E.g.: 440 	
7. Learning-Experience	<ul style="list-style-type: none"> -Showcases the practical exposure / hands-on-experience through projects, internships and any other field experience -Highlights the hard-skills (technical) part of one's career -Provides the following details for each project /internship: Topic/Organisation, Duration/Period, Objective, Tools and techniques used and Outcome 	<ul style="list-style-type: none"> -Tries to showcase the practical exposure / hands-on-experience through projects and internships to some extent -Mentions some hard-skills (technical) part of one's career -Provides the following details for 1 project / 1 internship: Topic/Organisation, Duration/Period, Objective, Tools and techniques used and Outcome 	<ul style="list-style-type: none"> -Mentions a little about practical exposure / hands-on-experience through projects, internships and any other field experience -Doesn't adequately highlight the hard-skills (technical) part of one's career -Mentions only 1-2 of the following details for a project/internship: Topic/Organisation, Duration/Period, Objective, Techniques used and Outcome 	<ul style="list-style-type: none"> -Doesn't showcase the practical exposure / hands-on-experience through projects, internships and any other field experience -Doesn't highlight the hard-skills (technical) part of one's career -Doesn't provide the following details for each project /internship: Topic/Organisation, Duration/Period, Objective, Tools and techniques used and Outcome 	
8. Level-of-Involvement	<ul style="list-style-type: none"> -Clearly mentions two or three topics in the core area under the heading 'Areas of Technical Interest' -Provides the following details for all Scholarships, Honours, Achievements, and Contributions made to any Club / Class / Department / Faculty / Institution / District / State / Country / Society: *Name *Area/Topic/Details *When *Where 	<ul style="list-style-type: none"> -Mentions two broad topics in the core area under 'Areas of Technical Interest' -Provides few of the following details for Scholarships, Honours, Achievements, and Contributions made to any Club / Class / Department / Faculty / Institution / District / State / Country / Society: *Name *Area/Topic/Details *When *Where 	<ul style="list-style-type: none"> -Mentions vaguely two or three topics in the core area under 'Areas of Technical Interest' -Doesn't provide full details of following for Scholarships, Honours, Achievements, and Contributions made to any Club / Class / Department / Faculty / Institution / District / State / Country / Society: *Name *Area/Topic/Details *When *Where 	<ul style="list-style-type: none"> -Doesn't clearly mention two or three topics in the core area under the heading 'Areas of Technical Interest' -Doesn't provide the following details for all Scholarships, Honours, Achievements, and Contributions made to any Club / Class / Department / Faculty / Institution / District / State / Country / Society: *Name *Area/Topic/Details *When *Where 	
9. Luminance	<ul style="list-style-type: none"> -Outshines other resumes by satisfying all these: *Extraordinary skills *Outstanding grades *Brilliant experience *Stunning parameters *Amazing presentation 	<ul style="list-style-type: none"> -Doesn't satisfy one of the conditions below: *Extraordinary skills *Outstanding grades *Brilliant experience *Stunning parameters *Amazing presentation 	<ul style="list-style-type: none"> -Doesn't satisfy two of the conditions below: *Extraordinary skills *Outstanding grades *Brilliant experience *Stunning parameters *Amazing presentation 	<ul style="list-style-type: none"> -Doesn't satisfy three or more conditions below: *Extraordinary skills *Outstanding grades *Brilliant experience *Stunning parameters *Amazing presentation 	
10. Lace-up	<ul style="list-style-type: none"> -Personal details mention Date of Birth, Hobbies, Languages known, and Postal Address -No declaration statement, but References included. -Resume is concluded with Date, Place on the left-hand side and Signature on the right-hand side 	<ul style="list-style-type: none"> -Few personal details like Postal Address are incomplete / missing or wrongly spelt. -Declaration statement and References present -Date and Place are there on the left-hand side but Signature is missing. 	<ul style="list-style-type: none"> -Personal details like Date of Birth are either incomplete or missing -A declaration statement is included, which is about 2 lines long. -The Date and Place are on the right side, while Signature is missing or at the left bottom. 	<ul style="list-style-type: none"> -Personal details like Date of Birth, Hobbies, Languages known, Postal Address, etc. are missing. No references given. -Has declaration statement longer than 3 lines. -The Date, Place and Signature at the bottom of the resume are missing. 	