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	-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	-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 documentThe name is correctly spelt, but incomplete -The email ID appears professional, but it is either generic or unrelated to the name	-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 documentThe name is incomplete, or without initials or last name -The postal address is also mentioned along with the phone number and the email IDEmail ID doesn't sound professional / complete	-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 in 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	-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, etcDoesn't have any borders, highlighters, boxes, tables, etc.	-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	-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, etcHas some borders, highlighters, boxes, tables, etc.	-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, etcHas prominent borders, highlighters, boxes, tables, etc.	
4.	Language	levels of bullets -Satisfies all the 5 conditions below: *No grammatical error *No punctuation slips *No spelling mistakes *No informal language *No unacceptable word	-Doesn't satisfy one of the conditions below: *No grammatical error *No punctuation slips *No spelling mistakes *No informal language *No unacceptable word	of unnecessary bullets -Doesn't satisfy two of the conditions below: *No grammatical error *No punctuation slips *No spelling mistakes *No informal language *No unacceptable word	many levels of bullets -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	-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 -The data is presented in	-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 -The data is mostly	-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 -There is at least 1 table	-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 -The data is presented in	
	Education	bullets without using any tabular column -The most recent qualification is listed first, i.e. information is shared in reverse chronology	presented in bullets without tables -The qualifications are mostly listed in the reverse chronological order	or box, instead of bullets -A couple of details of qualification are not listed in reverse chronological order	tables or boxes, instead of bullets -The qualification details are not listed in reverse chronology (in jumbled or in chronological order).	

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		-Qualifications specify	-1 or 2 qualification	-Several qualification	-Qualification doesn't	
		Degree and major field of	details of degree or	details of degree or	clearly specify Degree	
		study, Period of study,	major field of study	major field of study	and major field of study,	
		Institution/ school name	like, Period of study,	like, Period of study,	Period of study,	
		with city, and Score.	Institution / school	Institution / school	Institution/ school name	
		-Whenever CGPA is	name with city, Score	name with city, Score	with city, and Score.	
		mentioned, the system	are missing.	are missing/incomplete	(missing details)	
		base is also shown, e.g.:	-1 or 2 CGPA details	-Whenever CGPA is	-Whenever CGPA is	
		8.8/10. If the course is	are shown without the	mentioned, the system	mentioned, the system	
		still in progress, it is	base e.g.: 8.8. For a	base is not shown, e.g.:	base is not shown, e.g.:	
		clearly mentioned up to	course which is still in	8.8. If the course is still	8.8. If the course is still in	
		which semester, in	progress, it is not	in progress, it is not	progress, it is not	
		brackets. If marks are	clearly mentioned up	mentioned up to which	mentioned up to which	
		shown, the base and	to which semester, in	semester, in brackets.	semester, in brackets. If	
		percentage are indicated:	brackets. Marks are	Marks are without base	marks are shown, the base	
		E.g.: 440/500 (88%)	without percentage,	and percentage, E.g.:	and percentage are not	
			E.g. 440/500	440	indicated: E.g.: 440	
7.	Learning-	-Showcases the practical	-Tries to showcase the	-Mentions a little about	-Doesn't showcase the	
	Experience	exposure / hands-on-	practical exposure /	practical exposure /	practical exposure /	
		experience through	hands-on-experience	hands-on-experience	hands-on-experience	
		projects, internships and	through projects and	through projects,	through projects,	
		any other field experience	internships to some	internships and any	internships and any other	
		-Highlights the hard-skills	extent	other field experience	field experience	
		(technical) part of one's	-Mentions some hard-	-Doesn't adequately	-Doesn't highlight the	
		career	skills (technical) part	highlight the hard-	hard-skills (technical) part	
		-Provides the following	of one's career	skills (technical) part	of one's career	
		details for each project	-Provides the following	of one's career	-Doesn't provide the	
		/internship:	details for 1 project / 1	-Mentions only 1-2 of	following details for each	
		Topic/Organisation,	internship:	the following details	project /internship:	
		Duration/Period,	Topic/Organisation,	for a project/internship:	Topic/Organisation,	
		Objective, Tools and	Duration/Period,	Topic/Organisation,	Duration/Period,	
		techniques used and	Objective, Tools and	Duration/Period,	Objective, Tools and	
		Outcome	techniques used and Outcome	Objective, Techniques used and Outcome	techniques used and Outcome	
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×	I aval-of-	-Clearly mentions two or	Mentions two broad	-Mentione vanuely two	-Doesn't clearly mention	
8.	Level-of-	-Clearly mentions two or	-Mentions two broad	-Mentions vaguely two	-Doesn't clearly mention	
8.	Level-of- Involvement	three topics in the core area	topics in the core area	or three topics in the	two or three topics in the	
8.		three topics in the core area under the heading 'Areas	topics in the core area under 'Areas of	or three topics in the core area under 'Areas	two or three topics in the core area under the	
8.		three topics in the core area under the heading 'Areas of Technical Interest'	topics in the core area under 'Areas of Technical Interest'	or three topics in the core area under 'Areas of Technical Interest'	two or three topics in the core area under the heading 'Areas of	
8.		three topics in the core area under the heading 'Areas of Technical Interest' -Provides the following	topics in the core area under 'Areas of Technical Interest' -Provides few of the	or three topics in the core area under 'Areas of Technical Interest' -Doesn't provide full	two or three topics in the core area under the heading 'Areas of Technical Interest'	
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