

## HASIL EVALUASI PENULISAN *APPLICATION LETTER* DAN CV DAN PRAKTEK *JOB INTERVIEW*

**MATA KULIAH : BAHASA INGGRIS UNTUK PERSIAPAN KERJA**

**PENGAJAR :** \_\_\_\_\_

**ASSESSOR** :

KELAS :

PERTEMUAN KE : \_\_\_\_\_

**Petunjuk:**

Berdasarkan Scoring Rubric yang telah disediakan, isilah score Penulisan *Application Letter* (1), Penulisan CV/Resume (2), dan Praktek *Job Interview* (3) sesuai kriteria pada kolom-kolom yang disediakan pada tiap rubrik. Setelah itu, hitung total score sesuai dengan rumus berikut,:

**(1) jumlah score/20 x 100**

**(2) jumlah score/20 x 100**

**(3) jumlah score/15 x 100**

**sehingga akan diperoleh 3 buah nilai untuk Nilai Tengah Semester.**

[illegible]

|     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 7.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 10. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 15. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

ASSESSOR,

\_\_\_\_\_

# SCORING RUBRIC FOR JOB APPLICATION LETTER & CV

(Adapted from: [http://www.readwritethink.org/files/resources/30847\\_rubric.pdf](http://www.readwritethink.org/files/resources/30847_rubric.pdf) )

| Criteria                          | Score   |  |   |   |  |
|-----------------------------------|---|--|---|---|--|
|                                   | 5   | 4  | 3   | 2   | 1  |
| <b>Curriculum Vitae (Resume)</b>  |   |  |   |   |  |
| <b>a. Objective</b>               | Audience and purpose of the resume are strong and clear   | Audience and purpose are clear but could be stronger   | Audience and purpose are less clear   | Audience and purpose are weak   | Audience and purpose are not clear and bias.   |
| <b>b. Form &amp; Content</b>      | Format of the resume is clear. Included all required information (personal statement, names, dates, etc)                    | Format is mostly clear. Included most of the required information.                             | Format is less clear. Missed some required information.                               | Format is confusing. Missing a lot of required information  | Format is hard to see.   |
| <b>c. Effectiveness</b>           | Resume shows a very professional appearance, tone and style.  | Resume shows professional appearance, tone and style.  | Resume shows less professional appearance, tone and style.                            | Resume shows inappropriate appearance, and etc. Need attention.                                   | Resume does not have a professional appearance, tone or style. Have to revise.                         |
| <b>d. Grammar &amp; Mechanics</b> | Writer follows all guidelines for spelling, grammar, and etc. Sentences are strong and clear. Also have a varied structure. | Writer follows most guidelines, but some sentences are unclear. Still have a varied structure. | Writer follow some guidelines, some sentences are unclear and less a varied structure | Writer follow some guidelines, but sentences contain multiple errors and difficult to understand. | Writer not following the guidelines, most sentences contain numerous errors, and cannot be understood. |

| Criteria                                     | Score  |  |  |  |   |
|--|--|--|--|--|---|
|  | 5  | 4  | 3  | 2  | 1   |
| <b>Job Application Letter (Cover Letter)</b> |  |  |  |  |   |
| <b>a. Objective</b>                          | Audience and purpose of the cover letter are strong and clear  | Audience and purpose are clear but could be stronger   | Audience and purpose are less clear and contained some redundancy.                         | Audience and purpose are weak  | Audience and purpose are not clear.   |
| <b>b. Form &amp; Content</b>                 | Format of the cover letter is clear. Included all required information (address, dates, salutation, body, closing and signature) | Format is mostly clear. Included most of the required information. (address, dates, body, and closing) | Format is less clear. Missed some required information.                                    | Format is confusing. Missing a lot of required information   | Format is hard to see. Major required information is missing.   |
| <b>c. Effectiveness</b>                      | Cover letter shows a very professional appearance, tone and style.   | Cover letter shows professional appearance, tone and style.  | Cover letter shows less professional appearance, tone and style. Some inconsistent remain. | Cover letter shows inappropriate appearance, and etc. Several weaknesses need attention or revision. | Cover letter does not have a professional appearance, tone or style. Have to revise.                          |
| <b>d. Grammar &amp; Mechanics</b>            | Writer follows all guidelines for spelling, grammar, and etc. Sentences are strong, clear and varied.                            | Writer follows most guidelines, but some sentences are unclear. Still have a varied structure.         | Writer follow some guidelines, sentences contains some errors and less a varied structure  | Writer follow some guidelines, but sentences contain multiple errors and difficult to understand.    | Writer has difficulty following guidelines; most sentences contain numerous errors, and cannot be understood. |

## SCORING RUBRIC FOR JOB INTERVIEW

| Categories   | Score                           |                        |                        |                        |                               |
|--|---------------------------------|------------------------|------------------------|------------------------|-------------------------------|
|  | 5<br>far<br>exceeds<br>standard | 4<br>above<br>standard | 3<br>meets<br>standard | 2<br>below<br>standard | 1<br>far<br>below<br>standard |
| <b>a. Appearance and Poise</b> <ul style="list-style-type: none"> <li>The Interviewee dresses professionally and appropriately</li> <li>The Interviewee looks confident and poised</li> <li>The Interviewee makes eye-contact with the interviewers.</li> </ul>                        |                                 |                        |                        |                        |                               |
|  |                                 |                        |                        |                        |                               |
|  |                                 |                        |                        |                        |                               |
| <b>b. Presentation</b> <ul style="list-style-type: none"> <li>The Interviewee answers each question clearly</li> <li>The interviewee sells their skills during the presentation</li> <li>The Interviewee shows prepared and knowledgeable about the position being applied.</li> </ul> |                                 |                        |                        |                        |                               |
|  |                                 |                        |                        |                        |                               |
|  |                                 |                        |                        |                        |                               |
| <b>c. Language</b> <ul style="list-style-type: none"> <li>The Interviewee uses proper language</li> </ul>  |                                 |                        |                        |                        |                               |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| <ul style="list-style-type: none"><li>• The Interviewee appears professional and mature during the interview.</li><li>• The interviewee answers each questions in appropriate time.</li></ul> |  |  |  |  |  |
|   |  |  |  |  |  |