

Resume - Peer grading rubric

Your Name: _____

Resume reviewed (Name of group member): _____

Overall score: _____ /125 _____

The final grade for this assignment is made of:

- Final peer grading score: 75%
- Instructor review and grading of final version submitted: 25%

Following the criteria in the table on next page, you need to evaluate/grade a total of 4 resumes: your own resume and the resumes of each of your group members. All 4 grades will contribute to your final score received in the peer grading exercise, in the following proportion:

- Your own score: 10% of the final score for your resume.
- Score received from group members: 90% of the final score, 30% each.

Points are awarded based on your judgement for meeting/not meeting criteria:

- Yes: 5 points
- Some elements are missing: 1-4 points. You can also give partial points (e.g.: 2.5 points)
- No: 0 points

In the box below, please provide overall feedback to your peer:

Please provide overall feedback and suggestions for improvement:

Resume - Peer grading rubric

| Criteria | Yes (5p) | Some missing (1-4p) | No (0p) | Comments |
|--|-------------|---------------------------|------------|----------|
| FORMATTING | | | | |
| Header includes: name, email address, phone number | | | | |
| Margins are not smaller than 0.5 inch on left, right, bottom | | | | |
| Margins on top is not smaller than 0.8 inch | | | | |
| No borders, colored font, or difficult to read font style | | | | |
| Same font size (10-12 pt.) and line spacing (1-1.5) is used for all sections | | | | |
| Follows the format provided as example | | | | |
| Relevant dates are provided at the right of the page and follow the same style across the document | | | | |
| Dates within a section are listed in chronological order, with most recent first | | | | |
| GPA is listed as X.XX/4.00 and easily visible under expected graduation | | | | |
| Expected graduation date is listed | | | | |
| Resume is within one-page | | | | |
| Total for this section: | /55 | | | |
| CONTENT | | | | |
| Includes an objective (not more than 2 lines) | | | | |
| Includes an education section with degree spelled out, and any applicable minors/ concentrations | | | | |
| Bullet points are used to describe personal accomplishment/ achievement | | | | |
| Each bullet point is no longer than two lines | | | | |
| With every experience listed, include position/role, company/organization, location, dates | | | | |
| With every experience listed, used bullet points start with an action verb | | | | |
| Across all bullet points, teamwork is demonstrated with evidence presented | | | | |
| Across all bullet points, problem-solving skills are demonstrated with evidence presented | | | | |
| Across all bullet points, communication skills (verbal and written) are demonstrated with evidence presented | | | | |
| Across all bullet points, analytical skills are demonstrated with evidence presented | | | | |
| Total for this section: | /50 | | | |
| OVERALL ASPECT | | | | |
| Document is visually balanced, with no excessive white space and not overcrowded | | | | |
| No spelling errors | | | | |
| Total for this section: | /10 | | | |
| [bonus (10 points)] Across all bullets, results are quantified/numbers are used to show results | | | | |
| Overall total (including bonus points) | /125 | | | |