

Client Preparation Rubric

CATEGORY	4	3	2	1
Support for Resume and Questions	Relevant, telling, quality details give the reader important information that goes beyond the obvious or predictable.	Supporting details and information are relevant, but one key issue or portion of the character's qualifications is unsupported.	Supporting details and information are relevant, but several key issues or portions of the character's qualifications are unsupported.	Supporting details and information are typically unclear or not related to the character's qualifications.
Accuracy & Role	All information appears to be accurate and in chronological order. Point-of-view, arguments, and information are consistently in character.	Almost all information appears to be accurate and in chronological order. Point-of-view, arguments, and information are often in character.	Most of the information is accurate and in chronological order. Point-of-view, arguments, and information are sometimes in character.	Very little of the information is accurate and/or in chronological order. Point-of-view, arguments, and information are rarely in character.
Word Choice	Resume and questions use strong, active words and phrases that draw pictures in the reader's mind, and the choice and placement of the words seems accurate, natural and not forced.	Resume and questions use strong, active words and phrases that draw pictures in the reader's mind, but occasionally the words are used inaccurately or seem overdone.	Resume and questions use words that communicate clearly, but the writing lacks variety, punch or flair.	Resume and questions use a limited vocabulary that does not communicate strongly or capture the reader's interest. Jargon or clichés may be present and detract from the meaning.
Conventions	Grammar, spelling, punctuation, and capitalization are correct. No errors in the text.	Includes 2–3 grammatical errors, misspellings, punctuation errors, etc.	Includes 3–4 grammatical errors, misspellings, punctuation errors, etc.	Includes more than 5 grammatical errors, misspellings, punctuation errors, etc.
Format	Work complies with all the requirements for a resume and uses a clear question-and-answer format.	Work complies with almost all the requirements for a resume and uses a clear question-and-answer format.	Work complies with several of the requirements for a resume. Question-and-answer format needs more organization.	Work complies with less than 75% of the requirements for a resume. Interview questions are presented in an unclear or unorganized format.