


## JACKSON COLLEGE DENTAL HYGIENE RUBRIC

<u>Volunteerism/Community Engagement:</u>	5 Exemplary (span 3 years plus; over 20 hours total)	3 Good (span over 2-3 years; 11-20 hours)	1 Marginal (one year span; 10 hours or less)
<p>Points will be determined by the selection committee.</p> <p>Examples include (but are not limited to) the following criteria:</p> <ul style="list-style-type: none"> <li>• <b>Time history of community volunteering</b> (i.e., were the examples within the last year or were they spread out over several years)</li> <li>• Number of hours devoted to volunteer service</li> <li>• Only unpaid volunteer hours will be counted</li> <li>• Was there a variety of experiences?</li> </ul> <p>(The Volunteer Service required for application submission) <i>(see advising packet for specific information)</i></p>			
ESSAY	10 Exemplary	7 Good	4 Marginal
<p><b>Criteria and topic to be distributed at time of essay appointment.</b> <b>There is a 30 minute time limit.</b></p>	Writing demonstrates sophisticated clarity, conciseness, and correctness; includes thorough details and relevant information; extremely well-organized.	Writing demonstrates clarity and conciseness and contains only a few errors; includes sufficient details and relevant data and information; well-organized.	Writing lacks clarity or conciseness and contains numerous errors; gives insufficient detail and relevant data and information; lacks organization.

## **JC Dental Hygiene Applicant Interview Rubric**

<b>Criteria</b>	<b>0</b>	<b>1</b>	<b>1.5</b>	<b>2</b>	<b>Score</b>
<b>Professionalism</b>	Unacceptable behavior and language  Unfriendly and not courteous Overall appearance is untidy  Choice in clothing is inappropriate for any job interview (torn, unclean, wrinkled)	Used typical behavior and language – did not modify behavior to fit the interview  Attempts to be courteous to all in interview setting  Choice in clothing is inappropriate (shirt un-tucked, tee-shirt, too much jewelry, etc.)	Acceptable behavior, well mannered, professionalism somewhat lacking  Courteous to all involved in interview  Choice in clothing is acceptable for the type of interview	Professional behavior and language (handshake, “hello”, “thank you”, etc.)  Friendly and courteous to all involved in interview  Choice in clothing is appropriate for this type of interview	
<b>Communication</b>	Speaking is unclear – very difficult to understand message of what is being said (i.e. mumbling)  Volume is inappropriate for interview (i.e. spoke too loudly, too softly)	Speaking is unclear – lapses in sentence structure and grammar  Volume is uneven (varied)	Speaking is clear with minimal mistakes in sentence structure and grammar  Volume is appropriate	Speaks clearly and distinctly with no lapse in sentence structure and grammar usage; speaks concisely with correct pronunciation  Volume conveys business tone	
<b>Body Language</b>	Fidgeted – (i.e., constant movement of hands and feet); none or very poor use of physical gestures, facial expressions and body movements detracted from the interview process	Fidgeted –(i.e., movement of hands and feet frequently); minimal use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process	Minimal fidgeting (i.e., occasionally shifting); average use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process	No fidgeting; consistently used physical gestures, facial expressions and body movements in a manner which enhanced the interview process	
<b>Posture and Eye Contact</b>	Does not look at persons involved in the interview process; keeps head down; minimal eye contact; does not have good posture; slouching	Sits up straight; average posture; establishes eye contact with interviewers during the interview 70 -80% of the time	Sits up straight, good posture; establishes eye contact with interviewers during the interview 80 -90% of the time	Sits up straight, excellent posture; looks relaxed and confident; establishes eye contact with interviewers during the interview 90-100% of the time	
<b>Responses to Questions</b>	Answers with “yes” or “no” and fails to elaborate or explain; talks negatively about past employers	Gives well-constructed responses, but sounds rehearsed or unsure	Gives well-constructed responses, does not sound rehearsed, student somewhat hesitant or unsure	Gives well-constructed, confident responses that are genuine	
Total out of 10 points possible (5 topics x 2 max possible) 					<b>Total</b>