

Rubric for PTA Program Application's RESUME (for reference only)

| | Excellent | Satisfactory | Non-Competitive |
|-------------------------------------|---|---|---|
| Resume Format and Appearance | <ul style="list-style-type: none"> Appropriate length (1-2 pages) Filled page, but not overcrowded Margins between ½ and 1 inch Consistent font, spacing Design elements appropriate and consistent Easy to read, scan Resume paper used | <ul style="list-style-type: none"> Slightly too short or long Filling of page or use of space could be improved Margins outside of printer range Inconsistent font, spacing Some design element issues Not easy to read, bullet points used inconsistently Copy paper used | <ul style="list-style-type: none"> Much too short or too long Page seemed empty Extreme margins Inappropriate font, spacing Design elements distracting or inappropriate Difficult to read, paragraph form No hardcopy provided |
| Resume Organization | <ul style="list-style-type: none"> Name and contact info clearly listed Titles, organizations, dates, locations consistent and clear Section titles clear Experiences listed in reverse chronological order | <ul style="list-style-type: none"> Some issues with name and contact information Titles, organizations, dates, locations inconsistent Section titles could be improved Little use of reverse chronological order | <ul style="list-style-type: none"> Name and contact info missing or unclear Titles, organizations, dates, locations missing Missing or inadequate section titles No clear pattern in how experience is listed |
| Resume Content | <ul style="list-style-type: none"> Education section completed and effective Many well-developed accomplishment statements Wording is concise and descriptive Keywords, skills targeted for PTA student Used no acronyms or if used, acronyms explained | <ul style="list-style-type: none"> Education section incomplete Accomplishment statements not well developed Slightly too much or too little wording and/or ineffective descriptions Little targeted for PTA student Some acronyms used without explanation | <ul style="list-style-type: none"> Education section missing Accomplishment statements are missing or "I statements" are used Descriptions are much too wordy or missing Information was irrelevant, unimportant for PTA student Used unexplained acronyms |
| Spelling and Grammar | Error free | One error | Two or more errors |
| Use of Career Services | Overall format appears to reflect use of Career Services or similar resource. | | Overall format does not reflect the use of Career Services or similar resource. |

Applicants who are registered students at Northeast Community College can utilize Career Services for assistance in resume formats, grammar, and spelling. Norfolk Campus – College Welcome Center, Director of Career Services – Terri Heggemeyer, email: terrih@northeast.edu, Phone 402-844-7263, Toll-Free 800-348-9033 Ext. 7263, FAX 402-844-7400.

Rubric for PTA Program Application's COVER LETTER (for reference only)

| | Excellent | Satisfactory | Non-Competitive |
|---|---|---|--|
| Cover Letter Format and Appearance | <ul style="list-style-type: none"> ▪ Appropriate length (1 page) ▪ Filled page, but not overcrowded ▪ Margins between ½ and 1 inch ▪ Consistent font, spacing ▪ Design elements appropriate and consistent ▪ Easy to read/scan ▪ Resume paper used | <ul style="list-style-type: none"> ▪ Slightly too short or long ▪ Filling of page or use of space could be improved ▪ Margins outside of printer range ▪ Inconsistent font, spacing ▪ Some design element issues ▪ Not easy to read/scan ▪ Copy paper used | <ul style="list-style-type: none"> ▪ Much too short or too long ▪ Page seemed empty ▪ Extreme margins ▪ Inappropriate font, spacing ▪ Design elements distracting/inappropriate ▪ Difficult to read ▪ No hard copy provided |
| Cover Letter Organization | <ul style="list-style-type: none"> ▪ Name and contact info clearly listed and matches resume ▪ Titles, organizations, address, salutation clear and consistent with resume ▪ Paragraphing was clear | <ul style="list-style-type: none"> ▪ Some issues with name and contact information ▪ Titles, organizations, address, salutation unclear and/or inconsistent with resume ▪ Paragraphing could be improved | <ul style="list-style-type: none"> ▪ Name and contact info missing ▪ Titles, organizations, address, and/or salutation missing ▪ Paragraphing was inadequate |
| Cover Letter Content 1. Attention grabbing introductory paragraph 2. Middle paragraph(s) is focused on selling yourself 3. Conclusion paragraph | <ul style="list-style-type: none"> ▪ Introductory paragraph grabbed the attention of the reader and was tailored well to the PTA Program ▪ Middle paragraph sold why the PTA Program should select you, and included skills and background ▪ Conclusion paragraph was complete with contact information and appreciation ▪ Used an upbeat/positive tone ▪ No use of acronyms or acronyms explained | <ul style="list-style-type: none"> ▪ Missing content in one paragraph or lacked information specific to the PTA Program ▪ Slightly too much or too little wording and/or ineffective paragraphs or lacked information regarding personal skills and background ▪ Incomplete contact information and appreciation ▪ Tone was somewhat upbeat/positive ▪ Minimal use of acronyms or acronyms explained | <ul style="list-style-type: none"> ▪ Missing content in more than one paragraph or no information provided specific to the program ▪ Paragraphs are much too wordy or missing or missing paragraphs or "I statements" overly used ▪ No contact information or appreciation provided ▪ Tone was negative ▪ Used unexplained acronyms |
| Spelling and Grammar | Error free | One errors | Two or more errors |
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PROGRAM MISSION: Northeast Community College's Physical Therapist Assistant Program is dedicated to preparing students to work as valuable health care providers who are employable in any physical therapy setting.

Rubric for PTA Program Application's INTERVIEW (for reference only)

| | Professional | Adequate | Unprofessional |
|--|---|--|--|
| Sitting Posture | <ul style="list-style-type: none"> Active listener with upright back Body language conveyed eagerness to respond | <ul style="list-style-type: none"> Upright manner seemed fairly natural and engaged most of the time Body language was sometimes difficult to interpret | <ul style="list-style-type: none"> Body language conveyed disinterest Slouched |
| Eye Contact | <ul style="list-style-type: none"> Sustained, appropriate and natural eye contact Conveyed interest in the topic and the listener | <ul style="list-style-type: none"> Intermittent or inconsistent eye contact Lacked confidence of interactions with the listener | <ul style="list-style-type: none"> Limited or no eye contact Seemed disengaged with topic and/or listener |
| Personal Gestures | <ul style="list-style-type: none"> Gestures fully facilitated and enhanced the responses Hand and facial movements were natural and effectively emphasized key points | <ul style="list-style-type: none"> Gestures were somewhat limited, unnatural, or stiff Hand and/or facial movements were timed ineffectively or were distracting | <ul style="list-style-type: none"> Gestures were not evident or were exceptionally distracting to the listener Facial gestures were arrogant or withdrawn |
| Voice Quality | <ul style="list-style-type: none"> Conversational with voice fluctuation Spoke clearly and articulately Spoke with confidence | <ul style="list-style-type: none"> Voice was too loud, somewhat overbearing Too soft and hard to hear | <ul style="list-style-type: none"> Voice was monotone, dull, bored Overly enthusiastic, causing distraction |
| Grammar | <ul style="list-style-type: none"> Integrated professional spoken language No verbal fillers ("umm", "like", "I mean", "you know", etc.) | <ul style="list-style-type: none"> Used general words at times instead of details Integrated some professional language throughout responses Occasional verbal fillers | <ul style="list-style-type: none"> Inarticulate Frequent fillers causing interviewer to question professionalism |
| Speaking Speed | <ul style="list-style-type: none"> Spoke in a controlled pace which conveyed competency and confidence | <ul style="list-style-type: none"> Spoke slightly fast or slow due to nervousness, although understandable | <ul style="list-style-type: none"> Spoke excessively fast or slow, making it difficult to understand |
| Responses to Group Questions | <ul style="list-style-type: none"> Thoughtful answers with appropriate length Answers reflected an understanding of the question Complete explanations with good examples used to answer the questions Expressed opinions in a highly tactful and mature manner | <ul style="list-style-type: none"> Answers were slightly too long or too short or unoriginal Reflected partial understanding of the question Incomplete explanation or required follow-up questions Expressed opinions in an open, but tactless manner | <ul style="list-style-type: none"> Answers were much too long or too short Doesn't complete thoughts or doesn't answer question No examples or explanations given Expressed opinions in a biased or inappropriate manner |
| Responses to Individual Questions | <ul style="list-style-type: none"> Thoughtful answers with appropriate length Answers reflected an understanding of the question Complete explanations with good examples used to answer the questions Expressed opinions in a highly tactful and mature manner | <ul style="list-style-type: none"> Answers were slightly too long or too short or unoriginal Reflected partial understanding of the question Incomplete explanation or required follow-up questions Expressed opinions in an open, but tactless manner | <ul style="list-style-type: none"> Answers were much too long or too short Doesn't complete thoughts or doesn't answer question No examples or explanations given Expressed opinions in a biased or inappropriate manner |
| Questions | Asked committee thoughtful questions regarding the program/profession | Asked committee routine questions | Asked committee no questions |
| Recommendation | Highly recommend | Recommend | Do not recommend |
| Use of Career Services | Overall performance appears to reflect use of Career Services or similar resource. | | Overall performance does not reflect the use of Career Services or similar resource. |

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Rubric for PTA Program Application's PRE-INTERVIEW (for reference only)

| | Professional | Adequate | Unprofessional |
|---|--|---|--|
| Pre-interview Appearance | <ul style="list-style-type: none"> Dress and appearance are highly professional manner (suit, sports coat, tie, dress, dress shoes) | <ul style="list-style-type: none"> Dress and/or appearance is casual (polo shirt, khakis) | <ul style="list-style-type: none"> Dress and/or appearance is inappropriate (athletic pants, leggings, and/or tennis shoes) |
| Pre-interview Verbal Communication | <ul style="list-style-type: none"> Conversational Active listening | <ul style="list-style-type: none"> Spoke too loudly, slightly disruptive Spoke too quietly, hard to hear Spoke in monotone voice | <ul style="list-style-type: none"> Swore or spoke unprofessionally Frequently interrupted others |
| Questions | <ul style="list-style-type: none"> Asked thoughtful questions regarding the program | <ul style="list-style-type: none"> Asked routine or unoriginal questions | <ul style="list-style-type: none"> Asked no questions |

INSTRUCTIONS TO PEER INTERVIEWER:

1. Make sure to take note of the applicant's name.
2. Fill in the applicant's name and complete scoring.
3. Return scoring sheet to Administrative Assistant.