

# Critical Job Skills

## JOB APPLICATION : SELF- EVALUATION

### STUDENT INFORMATION

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

### REVIEW GUIDELINES

Complete this self evaluation, using the following scale: **NA = Not Applicable**  
**1 = Unsatisfactory**  
**2 = Marginal**  
**3 = Meets Requirements**  
**4 = Exceeds Requirements**  
**5 = Exceptional**

### EVALUATION

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
The job application is neatly printed. Best penmanship is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black pen is used to print the job application. Pencil is avoided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application is neat & shows pride in the work--no scribbles or messy cross-outs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Every question is answered, with the exception of questions which do not apply to the applicant. In that a case, an "n/a" is written in the space provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Questions which are uncomfortable or where the applicant may have to list a criminal record show a "please see me" written in the space provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"Open" is written in the expected salary question space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any gaps in employment history are explained satisfactorily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References are complete with name, address, & phone number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All information is true and correct. Nothing has been exaggerated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application is signed and dated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: \_\_\_\_\_