| **Unit 10 Assignment Grading Rubric:** | **Percentage** | **Points Possible** | **Points Earned** |
| --- | --- | --- | --- |
| Points are based on correct and thorough responses to the checklist items using analysis and critical thinking. Based on the scenario and Internet research: |  |  |  |
| * Writes a persuasive letter to the Director of Human Resources of the scenario company providing them with a synopsis of his/her qualifications for one of the two jobs he/she identifies.
 |  | 18 |  |
| * Emphasizes the standards to which he/she operates in the chosen position and why.
 |  | 16 |  |
| * Explains how he/she will benefit the organization.
 |  | 15 |  |
| * Provides persuasive reasons why he/she is best suited to the chosen job and the specific company environment.
 |  | 15 |  |
|  | 80%  | 64 |  |
| Correct spelling and grammar in a minimum of a 2-page persuasive letter to the Director of Human Resources of the scenario company. Sources are cited and referenced per APA format and citation style in a third page. |  | 16  |  |
| **Subtotal:**  | 20%  | **16** |  |
| **Total Points**  | **100%**  | **Possible points total: 80**  | **Total Points Earned:**  |