

## BUS623.W2A1.02.2024

**Description:****Total Possible Score:** 8.00

<b>Part 1: Devises Insightful Interview Questions to Assess Candidates</b>	<b>Total: 2.00</b>
Distinguished - Devises insightful, clear, and thorough interview questions to assess candidates.	
Proficient - Devises insightful interview questions to assess candidates. Minor details are missing or slightly unclear.	
Basic - Devises insightful but limited interview questions to assess candidates. Relevant details are missing and/or unclear.	
Below Expectations - Attempts to devise insightful interview questions to assess candidates; however, significant details are missing and unclear.	
Non-Performance - The insightful interview questions to assess candidates are either nonexistent or lack the components described in the instructions.	

<b>Part 1: Defends the Rationale for Choosing the Three Interview Questions</b>	<b>Total: 1.50</b>
Distinguished - Thoroughly and clearly defends the rationale for choosing the three interview questions.	
Proficient - Defends the rationale for choosing the three interview questions. Minor details are missing or slightly unclear.	
Basic - Minimally defends the rationale for choosing the three interview questions. Relevant details are missing and/or unclear.	
Below Expectations - Attempts to defend the rationale for choosing the three interview questions; however, significant details are missing and unclear.	
Non-Performance - The defense of the rationale for choosing the three interview questions is either nonexistent or lack the components described in the assignment instructions.	

<b>Part 2: Assesses Employee Performance of Two People in an Organization or Someone Known Personally</b>	<b>Total: 2.00</b>
Distinguished - Thoroughly and clearly assesses employee performance of two people in an organization or someone known personally.	
Proficient - Assesses employee performance of two people in an organization or someone known personally. Minor details are missing or slightly unclear.	
Basic - Partially assesses employee performance of two people in an organization or someone known personally. Relevant details are missing and/or unclear.	
Below Expectations - Attempts to assess employee performance of two people in an organization or someone known personally; however, significant details are missing and unclear.	
Non-Performance - The assessment of employee performance of two people in an organization or someone known personally is either nonexistent or lacks the components described in the assignment instructions.	

<b>Part 2: Rewrites Performance Appraisal Feedback of Two People in an Organization or Someone Known Personally</b>	<b>Total: 1.50</b>
Distinguished - Thoroughly and clearly rewrites performance appraisal feedback of two people in an organization or someone known personally.	
Proficient - Rewrites performance appraisal feedback of two people in an organization or someone known personally. Minor details are missing or slightly unclear.	
Basic - Partially rewrites performance appraisal feedback of two people in an organization or someone known personally. Relevant details are missing and/or unclear.	
Below Expectations - Attempts to rewrite performance appraisal feedback of two people in an organization or someone known personally; however, significant details are missing and unclear.	
Non-Performance - The rewrite of performance appraisal feedback of two people in an organization or someone known personally is either nonexistent or lacks the components described in the assignment instructions.	

<b>Written Communication: Control of Syntax and Mechanics</b>	<b>Total: 0.25</b>
Distinguished - Displays meticulous comprehension and organization of syntax and mechanics, such as spelling and grammar.	

Written work contains no errors and is very easy to understand.
Proficient - Displays comprehension and organization of syntax and mechanics, such as spelling and grammar. Written work contains only a few minor errors and is mostly easy to understand.
Basic - Displays basic comprehension of syntax and mechanics, such as spelling and grammar. Written work contains a few errors which may slightly distract the reader.
Below Expectations - Fails to display basic comprehension of syntax or mechanics, such as spelling and grammar. Written work contains major errors which distract the reader.
Non-Performance - The assignment is either nonexistent or lacks the components described in the instructions.

<b>Written Communication: Resource Requirement</b>	<b>Total: 0.25</b>
Distinguished - Uses more than the required number of scholarly sources, providing compelling evidence to support ideas. All sources on the reference page are used and cited correctly within the body of the assignment.	
Proficient - Uses the required number of scholarly sources to support ideas. All sources on the reference page are used and cited correctly within the body of the assignment.	
Basic - Uses less than the required number of sources to support ideas. Some sources may not be scholarly. Most sources on the reference page are used within the body of the assignment. Citations may not be formatted correctly.	
Below Expectations - Uses an inadequate number of sources that provide little or no support for ideas. Sources used may not be scholarly. Most sources on the reference page are not used within the body of the assignment. Citations are not formatted correctly.	
Non-Performance - The assignment is either nonexistent or lacks the components described in the instructions.	

<b>Written Communication: APA Formatting</b>	<b>Total: 0.25</b>
Distinguished - Accurately uses APA formatting consistently throughout the paper, title page, and reference page.	
Proficient - Exhibits APA formatting throughout the paper. However, layout contains a few minor errors.	
Basic - Exhibits limited knowledge of APA formatting throughout the paper. However, layout does not meet all APA requirements.	
Below Expectations - Fails to exhibit basic knowledge of APA formatting. There are frequent errors, making the layout difficult to distinguish as APA.	
Non-Performance - The assignment is either nonexistent or lacks the components described in the instructions.	

<b>Written Communication: Page Requirement</b>	<b>Total: 0.25</b>
Distinguished - The length of the paper is equivalent to the required number of correctly formatted pages.	
Proficient - The length of the paper is nearly equivalent to the required number of correctly formatted pages.	
Basic - The length of the paper is equivalent to at least three quarters of the required number of correctly formatted pages.	
Below Expectations - The length of the paper is equivalent to at least one half of the required number of correctly formatted pages.	
Non-Performance - The assignment is either nonexistent or lacks the components described in the instructions.	