



Radiography School Applicant Evaluation Rubric

Applicant Name: _____

Criteria	Points Possible	Description	Points Awarded
Mandatory Information Session	No Points	This category is required and the mandatory video must be completed through Human Resources to be eligible for a scheduled interview.	No Points
Answers to Application Questionnaire	25	Quality, clarity, relevance, and completeness of responses to application questions. Thorough, well-articulated answers: 25 points Adequate but lacks depth in some areas: 18 points Poor or incomplete answers: 10 points	_____
Interview Process	160	Performance during interview including communication skills and professionalism. See attached interview rubrics in applicant file for individual scoring.	_____
Professionalism	20	<u>Applicants will be scored based on the following categories from their interview:</u> ○ Professional Appearance ○ Punctuality and Preparedness ○ Communication Skills ○ Body Language and Engagement ○ Interview Professionalism	_____

		Exemplary: 5 points Satisfactory: 3 points Needs Improvement: 1 points <u>Professional Appearance:</u> Dressed appropriately for a professional interview, well-groomed, and maintained a polished appearance. Generally professional appearance with minor issues in attire or grooming. Appearance was not appropriate for a professional interview setting._ ____ / 5 <u>Punctuality & Preparedness</u> Arrived on time, prepared, and demonstrated knowledge of the position/program. Arrived on time but showed minor signs of being unprepared. Late and/or noticeably unprepared for the interview. ____ / 5 <u>Communication Skills</u> Spoke clearly, answered questions thoroughly, and used professional language throughout. Responses were adequate but lacked detail, confidence, or professionalism at times. Responses were unclear, incomplete, or unprofessional. ____ / 5 <u>Body Language & Engagement</u> Maintained eye contact, positive posture, active listening, and displayed confidence. Demonstrated acceptable engagement with occasional lapses in eye contact or posture. Poor eye contact, lack of engagement, or distracting body language. ____/5	
Reference Letter	20	Strength and relevance of the reference letter(s) regarding applicant's skills and character. - Strong, detailed, and relevant: 20 points - Moderate detail/support: 10 points - Weak or missing: 5 points	_____

Resume	15	Applicant resumes will be evaluated and <u>scored based on the following criteria:</u> ○ Organization and Formatting ○ Education and Certifications ○ Professional Skills and Involvement Exemplary: 5 points Satisfactory: 3 points Needs Improvement: 1 points <u>Organization and Formatting:</u> Resume is well-organized, easy to read, professionally formatted, and free of distracting errors. Generally organized with minor formatting inconsistencies. Difficult to follow, poorly formatted, or lacks organization. ____/5 <u>Education and Certifications:</u> Education, relevant coursework, certifications, and academic achievements are clearly listed and complete. Most educational information is included but lacks detail or clarity. Important educational information is missing or incomplete. ____/5 <u>Professional Skills and Involvement:</u> Includes relevant skills, leadership roles, community service, organizations, or extracurricular involvement that support healthcare career goals. Includes some skills or involvement but lacks depth or relevance. Minimal or no professional skills/involvement included. ____/5	_____
Anatomy & Physiology I Verification	80	Applicant has completed and passed an A&P 1 course from an accredited institution. (verified by transcript or documentation). <u>Lecture:</u> A= 50 points B= 40 points C= 30 points	_____

		<u>Lab:</u> A- 30 points B- 20 points C- 10 points	
Anatomy & Physiology II Verification	80	Applicant has completed and passed an A&P 1 course from an accredited institution. (Verified by transcript or documentation). <u>Lecture:</u> A= 50 points B= 40 points C= 30 points <u>Lab:</u> A- 30 points B- 20 points C- 10 points	_____
Medical Terminology Verification	50	Applicant has completed and passed a Medical Terminology course from an accredited institution. (Verified by transcript or documentation). <u>Lecture:</u> A= 50 points B= 40 points C= 30 points	_____
Point Summary/Total	450	<u>Applicants will be scored in the following categories:</u> Questionnaire: 25 Interview Process: 160 Professionalism: 20 Reference Letter: 20 Resume: 15 Pre-Requisite Verification: 210	_____
Important NOTE in the event of a tie in total admission points, the following criteria will be used:		1. The applicant with the higher total GPA of all pre-requisite courses will be ranked higher. 2. If a tie remains, the applicant with the higher interview score will be ranked higher.	

