

### MBA Admissions Essay Rubric

Please indicate your evaluation of the essay on each of the four criteria, using this rubric. At the bottom of the page, assign an overall score to the essay. **Note that your overall score is not simply an average of the other scores; it's your overall evaluation of this essay.**

	5-6	3-4	1-2
Clarity of writing	Writing is clear, concise, and engaging. No mistakes in grammar, spelling, or punctuation.	Writing is clear, but less concise or engaging than a 5-6. Very few mistakes in grammar, spelling, or punctuation.	Writing is difficult to read or confusing. Main ideas are unclear. Numerous mistakes in grammar, spelling, or punctuation.
Depth of personal reflection	Demonstrates an in-depth awareness of the influence of her experiences, actions, and values on her decisions, successes, or failures. Provides multiple examples.	Demonstrates some awareness of the influence of her experiences, actions, and values on her decisions, successes, or failures. However, much of the essay is a simple retelling of events or plans.	Little or no awareness of the influence of her experiences, actions, and values on her decisions, successes, or failures.
References cited. Awareness of the broader issues beyond personal point of view	Uses and sites at least one expert source and uses the information sited to support or extend his own ideas.	Uses a source but does not link it well with his own ideas.	No source used.
Alignment with the MBA program goals	Clearly expresses a commitment than merely obtaining a graduate degree in terms of helping others and toward the common good. Open toward learning and doing in a team environment.	Little evidence of genuine desire to be a force for good. Passion/enthusiasm seem to be lacking.	Expresses "me first" attitude or other values that seem at odds with program goals. Appears to lack commitment.
Presentation	Professional document that adheres to proper formatting, margins, font/style, heading(s). A document that is focused and polished.	Average document, some organization and flow. Not much time spent on editing or polishing.	Follows poorly the requirements related to format and layout. May seem rushed or incomplete.
Overall	Excellent in nearly all respects	Generally adequate	Poor

### MBA Admissions Work Experience Rubric

Please indicate your evaluation of the work experience summary on each of the two criteria, using this rubric. At the bottom of the page, assign an overall score to the work experience. **Note that your overall score is not simply an average of the other scores; it's your overall evaluation of this individual's work experience.**

	3	2	1
Quality of experience	Has managed managers and/or had P&L responsibility or has created and run his own small business for 5 years or more.	Has (or has had in the past) some leadership role in a professional role, an internship, or as a volunteer.	No leadership/management experience.
Quantity of experience	More than 5 years professional work experience.	3-5 years professional work experience	Less than 3 years professional work experience.
Quality of resume	High quality detailed work experience with chronological date order with job title and location (city and state). Professional document, clearly explains duties and key accomplishments. Error free.	Average quality, some description of positions held. Brief or incomplete. Occasional errors.	Brief or incomplete positions held. Grammar, spelling, and formatting errors prevalent. Lack of dates and location, job responsibilities and accomplishments. Hard to follow.
Overall	Experience clearly will add to the cohort's learning experience.	Experience brings some value to the cohort's learning experience.	Will have to rely on something other than work experience to add value to the cohort's learning experience.