



**BRIGHT STARS  
SCHOLARSHIP PROGRAM**  
John & Deborah Gillis Foundation



**BRIGHT STAR SCHOLARSHIP SCORING RUBRICS**

The following rubrics will be used by the three *Scholarship Advisory Committee* members assigned to an applicant to score each of the three areas:

1. Essay written that respond to the prompt given in the application
2. Interview each applicant will conduct with the executive director and Scholarship Advisory Committee members
3. Three letters of recommendation required to be submitted by applicant

**ESSAY SCORING RUBRIC**

APPLICANT'S NAME \_\_\_\_\_

SCHOOL DISTRICT \_\_\_\_\_

SCORER'S PRINTED NAME AND SIGNATURE

\_\_\_\_\_ PRINTED NAME \_\_\_\_\_ SCORER'S SIGNATURE

Criteria	1 point	2 Points	3 Points	4 Points	SCORE
<i>Quality of Response to Essay Prompt</i>	<i>Essay does not address or respond to prompt given.</i>	<i>Essay somewhat addresses or responds to prompt given.</i>	<i>Essay mostly addresses or responds to prompt given.</i>	<i>Essay thoroughly addresses or responds to prompt given.</i>	
<i>Quality of Conventions of Writing Used in Response to Essay</i>	Essay is not well written grammatically.	Essay has some grammatical errors.	Essay has few grammatical errors.	Essay has no grammatical errors.	
<i>Clarity of Thought or Message's Response</i>	Response to prompt was not easily understood by reader.	Response to prompt was somewhat understood by reader.	Response to prompt was mostly understood by reader.	Response to prompt was clearly stated, thus totally understood by reader.	
<b>TOTAL SCORE</b>					

Once the essays are scored by the assigned reader from the *Bright Stars Scholarship Advisory Committee* members, the score sheet is to be sent to the executive director.

## INTERVIEW SCORING RUBRIC

APPLICANT'S NAME \_\_\_\_\_

SCHOOL DISTRICT \_\_\_\_\_

SCORER'S PRINTED NAME AND SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SCORER'S SIGNATURE

Criteria	1 Point	2 Points	3 Points	4 Points	Score
<b>Appearance</b>	<ul style="list-style-type: none"> <li>• <b>Overall appearance is untidy</b></li> <li>• Choice in clothing is inappropriate for interview (torn unclean, wrinkled)</li> <li>• Poor grooming</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Appearance is somewhat untidy</b></li> <li>• Choice in clothing is inappropriate</li> <li>• Grooming attempt is evident</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Overall neat appearance</b></li> <li>• Choice in clothing is acceptable for the type of interview</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Overall appearance is very neat</b></li> <li>• Choice in clothing is appropriate for interview</li> <li>• Very well groomed</li> <li>• Overall appearance is businesslike</li> </ul>	
<b>Greeting</b>	<ul style="list-style-type: none"> <li>• <b>Unacceptable behavior and language</b></li> <li>• Unfriendly and not courteous</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Used typical behavior and language – did modify behavior to fit the interview</b></li> <li>• Attempts to be courteous to all in interview setting</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Acceptable behavior, well mannered, age appropriate and context professionalism lacking</b></li> <li>• Courteous to all involved in interview</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Professional behavior and language (handshake, “hello”, “thank you”, eye contact, etc.)</b></li> <li>• Friendly and courteous to all involved in interview</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• <b>Presentation shows lack of interest</b></li> <li>• Speaking is unclear – very difficult to understand message of what is being said (ex. mumbling)</li> <li>• Facts about scholarship</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Showed some interest</b></li> <li>• Speaking is unclear– lapses in sentence structure and grammar</li> <li>• Knowledge of personal goals is minimal</li> <li>• Volume is uneven (varied)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Showed interest throughout the interview</b></li> <li>• Speaking clearly</li> <li>• Minimal mistakes in sentence structure and grammar</li> <li>• Knowledge and facts are included/shared</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Very attentive</b></li> <li>• Speaking clearly</li> <li>• Appropriate use of sentence structure and grammar</li> <li>• Commitment &amp; enthusiasm for use of scholarship to further goals is conveyed</li> </ul>	

	<ul style="list-style-type: none"> <li>and goals not included</li> <li>• Volume is inappropriate for interview (ex. Spoke too loudly, too softly)</li> </ul>		<ul style="list-style-type: none"> <li>• Volume is appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Volume conveys appropriate tone for interview</li> </ul>	
<b>Responding to Questions</b>	<ul style="list-style-type: none"> <li>• <b>Inappropriate answers to questions</b></li> <li>• Did not attempt to answer questions</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Gives inaccurate answers</b></li> <li>• Attempts to answer questions</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Answers are acceptable and accurate</b></li> <li>• Answers questions</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Thorough answers to questions and provides personal and professionally appropriate details</b></li> </ul>	
<b>Asking Questions</b>	<ul style="list-style-type: none"> <li>• No questions asked</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant asked questions that were not related to the scholarship</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Asked questions relating to the scholarship</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Asked questions relating to the scholarship.</b> (Evidence is shown that the applicant had researched the scholarship's goal for students, requirements for fulfilling eligibility, etc.)</li> </ul>	
<b>Total Score</b>					

Once the interview is scored by the assigned interviewer from the Scholarship Advisory Committee, the score sheet is to be sent to the executive director.

## Letters of Recommendation Rubric

APPLICANT'S NAME \_\_\_\_\_

SCHOOL DISTRICT \_\_\_\_\_

SCORER'S PRINTED NAME AND SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SCORER'S SIGNATURE

Criteria	1 point	2 Points	3 Points	4 Points	SCORE
<i>Recommendation regarding Character</i>	<p><i>Letter does not address or respond to level of character of applicant.</i></p> <ul style="list-style-type: none"> <li><i>No specific examples of positive character traits</i></li> </ul>	<p><i>Letter minimally addresses or responds to level of character of applicant.</i></p> <ul style="list-style-type: none"> <li><i>Few examples of positive character traits</i></li> </ul>	<p><i>Letter adequately addresses or responds to level of character of applicant.</i></p> <ul style="list-style-type: none"> <li><i>Adequate examples of positive character traits</i></li> </ul>	<p><i>Letter strongly addresses or responds to level of character of applicant.</i></p> <ul style="list-style-type: none"> <li><i>Strong examples of positive character traits with specific detail</i></li> </ul>	
<i>Recommendations regarding Work Ethic</i>	<p><i>Letter does not address or respond to level of work ethic of applicant.</i></p> <ul style="list-style-type: none"> <li><i>No specific examples of work ethic</i></li> </ul>	<p><i>Letter minimally addresses or responds to level of work ethic of applicant.</i></p> <ul style="list-style-type: none"> <li><i>Few examples of strong work ethic</i></li> </ul>	<p><i>Letter adequately addresses or responds to level of work ethic of applicant.</i></p> <ul style="list-style-type: none"> <li><i>Adequate examples of strong work ethic</i></li> </ul>	<p><i>Letter strongly addresses or responds to level of work ethic of applicant.</i></p> <ul style="list-style-type: none"> <li><i>Strong examples of work ethic with specific details</i></li> </ul>	
<i>Appropriateness of relationship to applicant regarding scholarship application</i>	<p>Letter demonstrates no appropriate relationship to applicant regarding knowledge of character, work ethic and/or their goals.</p>	<p>Letter demonstrates some appropriate relationship to applicant regarding knowledge of character, work ethic and/or their goals.</p>	<p>Letter demonstrates an adequate appropriate relationship to applicant regarding knowledge of character, work ethic and/or their goals.</p>	<p>Letter demonstrates a strong relationship to applicant regarding knowledge of character, work ethic and/or their goals.</p>	
<b>TOTAL SCORE</b>					

Once the letters of recommendation are scored by the assigned reader from the *Scholarship Advisory Committee* members, the score sheet is to be sent to the executive director.

Once all three rubrics above are completed for an applicant the executive director will complete the rubric score totals on the document below and filed in the foundation's office for documentation of the process. The top ten scoring applicants will be offered the *Bright Stars Scholarships*.

APPLICANT \_\_\_\_\_

SCHOOL DISTRICT \_\_\_\_\_

COMMITTEE MEMBERS \_\_\_\_\_

ESSAY	Scoring Average	
LETTERS OF RECOMMENDATION	Scoring Average	
INTERVIEW	Scoring Average	
	<b>TOTAL SCORE</b>	