

PRM 426 Administration and Finance – A2 – Staffing Plan Rubric

Criteria	Inadequate	Below Average	Average	Above Average	Excellent
Title page: Include page number, name of the assignment, the class prefix and number, your name and the date.	1 Point Missing 3 or more of the five parts of the APA title page.	2 Points Missing 2 of the five parts of the APA title page.	3 Points Missing 1 of the five parts of the APA title page.	4 Points Includes all five parts of the APA title page. Minor punctuation error.	5 Points Page number, name of the assignment, class prefix/number and name, your name and the date.
Assignment format: Font: Ariel, Times New Roman, or CG Times Font size: 12 point Margins: 1 inch, top and bottom - left and right. Justification: left justified. Line Spacing: double space. Page numbers: Number pages at the top right, do not number the first (title) page. References: APA style reference list.	1 Point APA format is not used. None to very little of the APA information is applied.	2 Points APA needs significant work. At least two basic items such as page numbers, header, headings, citations, or references are missing. Consistent and numerous formatting errors with citations and references are present.	3 Points APA needs work – however basic APA formatting is present. Basic items such as title page, page numbering, header, headings, citations and references are all present but not necessarily perfect. References are APA cited and referenced. Personal communication is cited.	4 Points Applies all APA formatting with accuracy. Few mistakes are made. If minimal mistakes are made, they are consistent.	5 Points Applies all APA formatting with accuracy and consistency. If any errors occur, they are minor and isolated.
Grammar and Spelling	2 Points Appears no effort has been made to edit the paper. Significant number of errors. Grammar and spelling are consistently poor. Sentence structure is very poor. Hard to follow cohesive thoughts and important points.	4 Points Significant number of grammatical and spelling errors. Sentences are awkward. Poor phrasing, over use of prepositions and confusing statements.	6 Points Some grammatical and spelling errors are identified. Up to 3 or 4 errors would be considered average. More than two sentences are awkward and need to be re-worded.	8 Points Grammar and spelling are above average. Sentence structure is consistently good. Punctuation is consistent and appropriate. One or two awkward sentences may be identified.	10 Points Grammar and spelling are perfect. There are no significant errors. If an error is found it is isolated.

Assignment Organization	2 Points Little effort has been made to include critical components of the assignment.	4 Points No clear distinction between sections.	6 Points The paper is divided into distinct sections using APA headings. Some inconsistencies exist between headings.	10 Points Paper is divided into distinct sections using APA headings.	15 Points Paper is divided into distinct sections using APA headings. There is clear and coherent transition between sections.
Organizational Chart	2 Points Organizational Chart not included.	4 Points Organizational chart not appropriate for a municipal recreation center.	10 Points Organizational chart has inappropriate employee titles for a municipal recreation center.	15 Points Organizational chart has appropriate employee titles for a municipal recreation center but not appropriate supervision flow.	25 Points Organizational chart is appropriate for a municipal recreation center and has appropriate employee titles and clear lines of supervision.
Job Descriptions	2 Points Job descriptions were not included.	4 Points Missing one job description. Job descriptions not appropriate for a municipal recreation center.	10 Points Full-time and part-time job descriptions are included and have correct formatting but missing information.	15 Points Full-time and part-time job descriptions have correct format and information with minor errors.	20 Points Full-time and part-time job descriptions have correct formatting and appropriate and complete information.
Job Announcements	2 Points Job announcements were not included.	4 Points Missing one job announcement. Job announcements not appropriate for a municipal recreation center.	10 Points Full-time and part-time job announcements are included and have correct formatting but missing information.	15 Points Full-time and part-time job announcements have correct format and information with minor errors.	20 Points Full-time and part-time job announcements have correct formatting and appropriate and complete information.