

NURS 605: Assignment 2: Nurse Educator Employment Preparation: Grading Rubric

Student Name:		Date:
The following criteria are applied for evaluation of each rubric item:		
<ul style="list-style-type: none"> • Addresses all components of each rubric point • Materials are prepared in a manner that is suitable for submission for a professional employment position 		
Complete all of the following parts of this assignment, and upload four separate files into the assignment dropbox.		
	Points Possible	Grade
1. Preparation <ul style="list-style-type: none"> • Sign up for Optimal Resume (required) • Attend live webinar earlier in the course (or listen to recording) on preparation of employment materials • Prepare a Word document with the following: <ul style="list-style-type: none"> ○ Choose from one of three options for nursing employment (week 6 materials) that requires a MSN degree as part of the requirements. ○ Describe in detail three points you learned that will assist you in employment preparation, and submit as a separate word document to the assignment dropbox (15%- 5% each point) 	15	
2. Cover letter <ul style="list-style-type: none"> • Write a cover letter of 2-3 paragraphs (up to one page, including headings and signature) • Use the template example included in the course materials or the live webinar as a guide • Begin with a brief introduction to yourself (5%) • Identify the position for which you are applying • Describe why you would be a fitting candidate for this position (10%) • Provide contact information and availability for continued communication • Include your credentials in your signature • The letter flows well and is free of any spelling, language, and grammatical errors (5%) 	20	
3. Curriculum Vitae (CV) <ul style="list-style-type: none"> • Using a template and the following categories, create a CV for your current experience, including the items pertinent to your background: <ul style="list-style-type: none"> ○ Full name and contact information ○ Education (post high school) ○ Professional licensure (include state and active date; not license #) ○ Professional experience, including dates, location, position, brief description of major responsibilities ○ Honors/awards ○ Professional organizations ○ Certifications ○ Presentations ○ Publications ○ Professional activities (committees, Sigma, etc) ○ Community Service ○ Language fluency (other than English) • The CV is professional in appearance, readable font, no smaller than 12 point font 	35	

<ul style="list-style-type: none"> • Has a header with the last name, first initial • The CV is error-free • (While you may prepare it in pdf with Optimal, submit it as a Word document, so comments may be directly inserted) 		
<p>4. Letter of Recommendation (LOR)</p> <ul style="list-style-type: none"> • Choose between creating a Letter of Reference for one of the following: <ul style="list-style-type: none"> ○ Staff development position ○ BSN faculty position for a specific job in nursing education, ○ BSN student seeking admission to a graduate program ○ Nurse administrator/executive position • Create a letter of up to one page, 1.5 spaced, 1" margins • Explain why this applicant is a good fit for the position or program (10%) • Provide clear examples of the applicant that prepare them for the position or program (10%) • The letter reads and flows well, and is free of spelling, language, and grammatical errors (10%) 	30	
TOTAL SCORE	100	
Comments:		