

## Metronet Scholarship Scoring Rubric

**Name of Applicant:**  
**First time Applicant +3 points**  
**Non-Admin Staff +2 points Points**

**Possible number of points: 20**

**Total Points awarded:**

<b>Application Presentation</b>				<b>Points Awarded Presentation</b>
<b>5-4 points</b>	<b>3-2 points</b>	<b>1 point</b>	<b>0 points</b>	
<ul style="list-style-type: none"> <li>• Application is complete</li> <li>• Instructions were followed—applicant’s institution, location position, contact info included</li> <li>• Received 8 weeks prior to event</li> <li>• Easy to identify event/training. Includes brochure or description.</li> <li>• Event is clearly related to individual’s work or educational goals</li> <li>• Applicant is a member of the sponsoring organization, if appropriate</li> <li>• Completed online. Proofed and accurate.</li> </ul>	<ul style="list-style-type: none"> <li>• Application is complete--applicant’s institution, location position, contact info included</li> <li>• Instructions were followed—applicant’s institution, location position, contact info included</li> <li>• Received 6 weeks prior to event</li> <li>• Easy to identify event/training—no supplemental information provided</li> <li>• Event is related to individual’s work or educational goals</li> <li>• Applicant is not a member of the sponsoring organization, if appropriate</li> <li>• Legibility is weak—questions due to spelling, handwriting, or similar</li> </ul>	<ul style="list-style-type: none"> <li>• Application required staff clarification* for application to be complete &amp; understandable</li> <li>• Would require Board approval by email because of timing of application</li> <li>• Applicant is not a member of the sponsoring organization, if appropriate</li> <li>• Difficult to identify event as being library-related</li> <li>• Errors in spelling, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Application is incomplete</li> <li>• Event is past the time allowed for approval</li> <li>• Event is not library-related</li> <li>• Applicant is not a member of the sponsoring organization, if appropriate</li> <li>• Illegible</li> </ul>	

<b>Personal Statements</b>				<b>Points Awarded Personal Statement</b>
<ul style="list-style-type: none"> <li>• Personal statement is complete, with detailed description of how the event/training will help individual, library/institution, &amp; Metronet</li> <li>• Demonstrates understanding of the content &amp; purpose of the training</li> <li>• Explains in detail how event relates to personal professional development plan</li> <li>• Statement content is original—not lists of links or copied from event web site</li> <li>• No use of library jargon, clichés, catchphrases, or similar phrases</li> </ul>	<ul style="list-style-type: none"> <li>• Personal statement is complete, with description of how the event/training will help individual, library/institution, &amp; Metronet</li> <li>• Demonstrates understanding of the content &amp; purpose of the training</li> <li>• Some explanation of how event relates to personal professional development plan</li> <li>• Statement content is original—not lists of links or copied from event web site</li> <li>• Limits use library jargon, clichés, catchphrases or similar phrases as purpose or justification</li> </ul>	<ul style="list-style-type: none"> <li>• Personal statement presumes Board’s prior knowledge of event or library CE events.</li> <li>• Does not include all three areas of benefit: individual, library, Metronet</li> <li>• Does not completely address how this event relates to personal development plan</li> <li>• Content does not appear to be directly related to current position &amp; there is no attempt to explain how it is connected</li> <li>• Uses library jargon, clichés, or catchphrases as purpose or justification</li> </ul>	<ul style="list-style-type: none"> <li>• Personal statement consists only of links to event site with no attempt to describe in detail event/training will help individual, library/institution, &amp; Metronet</li> <li>• Does not address how this event relates to personal development plan</li> <li>• Content does not relate to current position &amp; it is not explained how it is connected</li> <li>• Uses only library jargon, clichés, or catchphrases as purpose or justification</li> </ul>	
<b>Financial Details</b> (Note that no match from employer or individual is required. This part of the rubric deals with completeness & clarity.				<b>Points Awarded- Financials</b>
<ul style="list-style-type: none"> <li>• Expense categories are completed according to applicant’s needs</li> <li>• No questions about amounts requested</li> </ul>	<ul style="list-style-type: none"> <li>• Expense categories are completed according to applicant’s needs</li> <li>• Few questions about amounts requested *</li> </ul>	<ul style="list-style-type: none"> <li>• Expense categories required staff clarification*</li> </ul>	<ul style="list-style-type: none"> <li>• No expense details</li> </ul>	
			<b>Total Points Awarded</b>	

\* Staff will inform Board of intervention with applicant for clarification or additional content.