

If the resume was a method of contact, skip # 7 and answer Questions # 8 and 9 concerning the quality of the resume.

If resume was not a referral method of contact to apply for this job, complete Step #7 only.

**7) Award an additional 25 points and total points at the bottom of the form.
(0 or 25 points) Total Points**

**8) Were the minimum required qualifications on the job order reflected on the resume?
(0 or 20 points) Total Points _____**

**9) Were the rules of capitalization, punctuation and spelling followed on the resume?
(0 or 5 points) Total Points _____**

Comments concerning any information that was lacking:

Total Points

(100 Possible) _____

Must attain a grade of 90 points to pass

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