Reviewer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Application Peer Review**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_

Check off statements if done correctly, provide feedback if not done properly.

€ Personal Information is Present (*Name, Address, Phone, and Email*)

€ Application is filled out with Blue or Black ink – nothing else!

€ Handwriting is easy to read and neat

€ Email is appropriate for audience and purpose

€ Desired position and hours available are listed and written out

€ If unsure about what position you want, then something like “entry level” is listed

€ Sections that DON’T APPLY are filled in with “N/A” or “Doesn’t apply”

€ Education Section provides following (*Name of School, location, topics studied, GPA {if above 3.0}, honors, relevant courses, dates attended, expected graduation date*)

€ Work Experience provides following (*Name of Employers, job title, job duties, dates worked, compensation rate, name of supervisor, telephone # of the business and location/address)*

€ If application asks for “reason for leaving a previous job”, the applicant put in an appropriate response. Does it sound negative?

€ Applicant listed special skills in appropriate places (*ex: speaking another language, experience with computer software, experience with cash registers, CPR certified, First Aid certified, typing speed, and/or certificates that prove training or skill level*).

€ References (3) are listed in appropriate section. Names, phone #’s, emails, and relationship to applicant are provided.

€ References provided are not friends or family members of applicant. All references are over 18 and have seen the applicant work in some environment (school, sports, church, workplace, etc…)

€ **ASK THE APPLICANT TO TELL YOU WHO THEY LISTED AS REFERENCES AND WHY**

€ Signature of the applicant at the bottom (in blue or black pen)

Check Formatting (Make notes on page or below about issues)

€ Formatting: Blue or Black Ink

€ Formatting: Handwriting is clear and readable

€ Formatting: **ABSOLUTELY NO SPELLING OR GRAMMAR MISTAKES**

€ Formatting: Answered all questions

€ Formatting: Put “N/A” in appropriate areas

€ Formatting: Paper is not crinkled, stained, or wet

\*\*\*You are encouraged to offer more feedback on the back of this page\*\*\*

♣Teacher comments & score on back♣

List three suggestions for revision:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the 3 most important tips you have related to job applications:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Step: Go back and circle or mark any misspellings, awkward phrases/sentences, out of order information, or other visible mistakes.

Additional Peer Review Comments:

Overall Teacher Comments:

Final Score: \_\_\_\_\_ /\_\_\_\_\_