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| Candidate name: |
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| Evaluator name: |
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| Please respond to the following criteria:  **Cover letter** |
| 0 - Not met |
| 1 - Not professionally formatted, includes many grammatical errors. Fails to Identify qualifications OR relate them to the position they are applying for. |
| 2 - Professionally formatted, with 2 or more grammatical errors. Identifies qualifications but fails to relate them to the position they are applying for. |
| 3 - Professionally formatted, with 2 or more grammatical errors. Identifies qualifications and relates them to the position they are applying for. |
| 4 - Professionally formatted, with less than 2 grammatical errors. Identifies qualifications and relates them to the position they are applying for. |

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| Please respond to the following criteria:  **Education** |
| 0 - Not met |
| 1 - Candidate possesses a bachelor's degree in an unrelated field |
| 2 - Candidate possesses a master's degree in an unrelated field |
| 3 - Candidate possesses a bachelor's degree in exercise physiology, nutrition, sports science, kinesiology, recreation, sports management or related field |
| 4 - Candidate possesses both a master's and bachelor's degree; one of which is in exercise physiology, nutrition, sports science, kinesiology, recreation, sports management or related field |

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| Please respond to the following criteria:  **Experience** |
| 0 - Not met |
| 1 - Candidate has two or more years of experience in the organization and administration of fitness programming, group exercise instruction, or other recreational activities |
| 2 - Candidate has two or more years of experience in the organization and administration of fitness programming, group exercise instruction, or other recreational activities; AND Demonstrates experience training and supervising fitness instructors |
| 3 - Candidate has two or more years of collegiate level experience in the organization and administration of fitness programming and/or group exercise instruction |
| 4 - Candidate has two or more years of collegiate level experience in the organization and administration of fitness programming and/or group exercise instruction; AND Demonstrates experience training and supervising fitness instructors |

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| Please respond to the following criteria:  **Certifications** |
| 0 - Not met |
| 1 - Addressed willingness to obtain certification in cover letter |
| 2 - Certified in 2 or more of the following: CPR/ First Aid/ AED/ BBP (\*note lifeguards possess all four) |
| 3 - Certified in nationally recognized exercise instructor program (ACSM, ACE, AFAA) |
| 4 - Certified in nationally recognized exercise instructor program (ACSM, ACE, AFAA) AND certified in 2 or more of the following: CPR/ First Aid/ AED/ BBP (\*note lifeguards possess all four) |

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| Comments: |
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