

## NCFR Curriculum Vitae (CV) Review Rubric

Thank you for your time and effort in serving as a CV reviewer for NCFR’s developing and current professionals. The goal of this review is to provide those seeking feedback on their CVs with professional, specific, and complete feedback in areas such as CV formatting, content, sections, and appearance.

Please provide honest and constructive feedback; that is what applicants are seeking from you. Below you will find suggested criteria for review, but please feel free to address issues you find beyond these. Additionally, please make sure your feedback is complete; if you have constructive feedback, please also provide solutions for improvement.

You may use the supplied rubric to provide your feedback, as well as Microsoft Word’s track changes and comments tools if those help you to communicate your feedback.

<i>Formatting</i>	<i>Content</i>	<i>CV Sections</i>	<i>Appearance</i>
<ul style="list-style-type: none"> <li>• Appropriate white space (e.g., one-inch margins, etc.)</li> <li>• Standard font</li> <li>• Font size is appropriate</li> <li>• Utilizes bullets to break up paragraphs</li> <li>• Dated information is in reverse chronological order (newest to oldest)</li> <li>• NO spelling/grammatical errors</li> <li>• NO abbreviations</li> <li>• Design elements, font, and layout are consistent</li> <li>• Personal pronouns (I, me, my) are avoided</li> </ul>	<ul style="list-style-type: none"> <li>• Information is easy to locate</li> <li>• Information is descriptive</li> <li>• Information unrelated to employment (e.g., marital status, age, nationality, photo, etc.) is omitted</li> <li>• Applicant name stands out and is at the top of the first page</li> <li>• Pre-Family Science information is NOT included except relevant work experience, prior degrees, and unique accomplishments</li> <li>• Email address is professional</li> <li>• Utilizes action verbs versus adverbs (words ending in -ing)</li> <li>• Utilizes technical vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>• Headings are standardized</li> <li>• Headings are consistent in formatting</li> <li>• Page breaks are appropriately utilized</li> <li>• References are provided, or are ‘available upon request’</li> <li>• Sections are in standard order</li> <li>• Descriptive information is limited to unique/important content</li> <li>• For students: all internships and research are listed including incomplete work</li> </ul>	<ul style="list-style-type: none"> <li>• CV is visually pleasing and is both easy to follow and inviting to read</li> <li>• Design elements (e.g., bullets, bolding, headings, etc.) are utilized to guide the reader’s eye through the document and are not distracting</li> <li>• Length/appearance is appropriate for current professional status</li> </ul>

**NCFR expects that all communications will be kept professional and constructive. Feedback should be complete and be provided in accordance with program deadlines.**

## NCFR Curriculum Vitae (CV) Review Rubric

The CV review rubric is intended as a guide to help you organize your review process; you are not required to use the rubric. Alternate/additional review methods include tracking changes and using the comments tool in Microsoft Word.

STRUCTURE/CONTENT	EVALUATION	FEEDBACK/RECOMMENDATIONS
<b>HEADING:</b> <ul style="list-style-type: none"> <li>• Full legal name</li> <li>• Permanent contact information</li> </ul>	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
<b>EDUCATIONAL EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• Degree(s) earned             <ul style="list-style-type: none"> <li>• Institution, location, dates</li> </ul> </li> </ul>	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
<b>PROFESSIONAL TRAINING:</b> <ul style="list-style-type: none"> <li>• Post-doc, stats training, etc.</li> </ul>	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
<b>PROFESSIONAL POSITIONS/APPOINTMENTS:</b> <ul style="list-style-type: none"> <li>• Title, employer, location, dates</li> </ul>	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
<b>PUBLICATIONS:</b> <ul style="list-style-type: none"> <li>• Journal articles, invited publications, chapters, books, editorships             <ul style="list-style-type: none"> <li>• Authors, date, title, publication name</li> <li>• Information provided in APA formatting</li> </ul> </li> <li>* include work in progress</li> </ul>	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
<b>PRESENTATIONS:</b> <ul style="list-style-type: none"> <li>• Invited, local, regional, national, international             <ul style="list-style-type: none"> <li>• Authors, date, title, location</li> </ul> </li> </ul>	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
<b>TEACHING:</b> <ul style="list-style-type: none"> <li>• Courses taught, dates, locations</li> </ul>	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
<b>MENTORING:</b> <ul style="list-style-type: none"> <li>• Date, details</li> </ul>	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
<b>SERVICE:</b> <ul style="list-style-type: none"> <li>• Department, university, local, state, national, international             <ul style="list-style-type: none"> <li>• Dates, description</li> </ul> </li> </ul>	<input type="checkbox"/> N/A <input type="checkbox"/> Reviewed	
STRUCTURE/CONTENT	EVALUATION	FEEDBACK/RECOMMENDATIONS

<b>PROFESSIONAL MEMBERSHIPS:</b> <ul style="list-style-type: none"> <li>• Organization(s), years of membership</li> </ul>	<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>Reviewed</b>	
<b>GRANTS:</b> <ul style="list-style-type: none"> <li>• Dates, details</li> </ul>	<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>Reviewed</b>	
<b>HONORS &amp; AWARDS:</b> <ul style="list-style-type: none"> <li>• Academic recognitions, awards, scholarships               <ul style="list-style-type: none"> <li>• Name of award, sponsoring organization, date</li> </ul> </li> </ul>	<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>Reviewed</b>	
<b>PROMOTION AND TENURE</b> <ul style="list-style-type: none"> <li>• Department, university               <ul style="list-style-type: none"> <li>• Dates, description</li> </ul> </li> </ul>	<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>Reviewed</b>	
<b>GRADUATE FACULTY</b> <ul style="list-style-type: none"> <li>• Department, university               <ul style="list-style-type: none"> <li>• Dates, description</li> </ul> </li> </ul>	<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>Reviewed</b>	
<b>LICENSES &amp; CERTIFICATIONS:</b> <ul style="list-style-type: none"> <li>• Certified Family Life Educator, Marriage and Family Therapist, other licenses or certifications, additional training (e.g., mental health first aid, etc.)               <ul style="list-style-type: none"> <li>• Date of training, expiration date, license number</li> </ul> </li> </ul>	<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>Reviewed</b>	
<b>READABILITY/FORMAT</b>	<b>EVALUATION</b>	<b>FEEDBACK/RECOMMENDATIONS</b>
<ul style="list-style-type: none"> <li>• Standard point font</li> <li>• Design layout and elements are consistent</li> <li>• Pages numbered</li> <li>• Clear and distinguishable category headings</li> <li>• Reverse chronological order</li> <li>• Personal pronouns (I, me, my) avoided</li> </ul>	<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>Reviewed</b>	
<b>ACCURACY/RELEVANCE</b>	<b>EVALUATION</b>	<b>FEEDBACK/RECOMMENDATIONS</b>
<ul style="list-style-type: none"> <li>• No spelling and grammatical errors</li> <li>• Action verbs are used for descriptions</li> <li>• Content focused on professional information</li> <li>• Irrelevant personal information avoided (e.g., age, ethnicity, etc.)</li> <li>• Relevant experiences highlighted</li> </ul>	<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>Reviewed</b>	

MISCELLANEOUS	EVALUATION	FEEDBACK/RECOMMENDATIONS
<ul style="list-style-type: none"> <li>• No redundancy</li> <li>• Email address is professional</li> <li>• Information prior to graduate degree avoided unless it involved a previous degree, a unique experience, relevant work or leadership</li> </ul>	<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>Reviewed</b>	
<b>ADDITIONAL FEEDBACK</b>		