



Intern Application Rubric

Purpose: This rubric acts as an objective and standardised tool for the evaluation of applications that are submitted for internship at ZNotes. They are used by Recruitment Officers and Team Leads while processing the application.

Instruction: The evaluator is to assess the application in terms of the listed 5 criterions. Descriptors for each band are provided to guide you through the scoring with recommended actions for each score at the end.

Criteria	Description	0 - Poor	1 - Weak	2 - Fair	3 - Good	4 - Strong
Mission Alignment	Understanding of ZNotes' mission and genuine interest in contributing to it.	No understanding or incorrect interpretation; no motivation shown.	Very limited understanding; interest appears generic or unfocused.	Some awareness but weak connection to ZNotes' purpose or impact.	Clear understanding and motivation to support ZNotes' goals.	Strong, authentic alignment with ZNotes' mission; demonstrates passion and purpose-driven intent.
	Proven skills and applicable experience that translate into tangible results for the role.	No relevant skills or experience. No evidence of capability to perform the role.	Very limited skills or experience; minimal transferable abilities. Cannot demonstrate practical application.	Some relevant skills or experience, but limited in depth or impact; may require significant guidance.	Strong relevant skills and some demonstrated experience; can handle tasks with moderate independence; some transferable abilities.	Exceptional, directly relevant skills and experience; evidence of significant contributions or impact; can perform tasks independently and bring additional value; transferable skills are clearly strong and applicable.
	Ability to communicate clearly, professionally, and persuasively, with structured ideas and appropriate tone.	Writing is unclear, unprofessional, or confusing; fails to convey ideas.	Understandable but disorganized or inconsistent; lacks professional tone.	Generally clear; minor issues with structure, tone, or persuasiveness.	Clear, professional, well-structured; conveys ideas effectively with appropriate tone.	Highly polished, engaging; communicates complex ideas clearly and professionally.
	Collaboration, reliability, and consistency in meeting shared goals and responsibilities.	No teamwork shown; unreliable or uncooperative.	Limited teamwork; inconsistent reliability or unclear commitment.	Some teamwork experience with moderate reliability.	Reliable, responsible, and collaborative; contributes consistently to team tasks.	Exceptionally reliable; strengthens team performance and consistently meets commitments.
	Demonstrates understanding of the role, responsibilities, and how they can contribute.	Misunderstands the role or irrelevant answers.	Very vague understanding of responsibilities.	Basic understanding, limited insight into tasks.	Clear understanding of role and contribution.	Deep understanding of role with highly coherent and realistic fit for the position.

Critical Fail Criteria

An applicant is **disqualified** regardless of score at any stage of the application process (written or interview) if any of the following critical fail criteria are triggered —

- there is heavy use of AI-generated (excludes AI-modified) content (50%+ of application);
- there is discriminatory, derogatory or disrespectful language used;
- the application explicitly mentions the time commitment to be well below required for the role;
- the application demonstrates points that are against/in direct violation of any skills and expectations held for a certain role (e.g. disregard of confidentiality for WOs);
- the applicant fails to answer major parts of the question (i.e. they provide a one word/phrase answer to long-answer questions); or
- the applicant does not meet the age-requirement — making them unable to participate on Discord or other platforms used (i.e. must be 13+).

Score Guide

Range	Advised Action
15+	Interview
11 - 14	Second consult by heads
0 - 10	Reject