

Contributor Application Rubric

Purpose: This rubric acts as an objective and standardised tool for the evaluation of applications that are submitted for Contributing at ZNotes. They are used by Content leads and Academic/ Video Content Managers 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 - None	1 - Minimal	2 - Adequate	3 - Strong	4 - Exceptional
Role Fit	Alignment of candidate's background with chosen contribution pathway.	No link to pathway; irrelevant choice.	Very weak link; pathway poorly justified.	Basic link present; pathway makes sense.	Clear alignment; pathway choice well supported.	Direct and compelling fit; candidate appears ready to contribute immediately.
Skills & Competencies	Evidence of transferable or specific skills relevant to contribution.	No relevant skills shown.	Mentions generic skills without evidence.	Lists some applicable skills with limited detail.	Demonstrates relevant, practical skills with clear link to contribution.	Shows diverse, high-level skills; directly applicable and well evidenced.
Relevant Experience	Prior work, academic, or project experience tied to contribution.	No relevant experience.	Token/weak example, unclear relevance.	Some related exposure or entry-level involvement.	Solid, clearly relevant past work or projects.	Extensive and impactful experiences directly tied to role.
Mission Alignment	Understanding of and motivation toward the mission.	No mention of mission or values.	Vague or generic motivation.	States mission relevance but surface-level.	Clear, specific commitment to mission.	Compelling, deeply thought-out alignment with mission and values.
Clarity & Communication	Overall clarity, completeness, and professionalism of application.	Application incomplete or confusing.	Major errors; difficult to follow.	Generally clear; some gaps or rough phrasing.	Clear, professional, logically structured.	Exceptionally polished, concise, and highly professional.

★ Bonus (0-3)

Bonus points are awarded if candidate provides an outstanding optional sample, uniquely strong academic history, or highly creative contribution idea.

- High achievers/Distinction holders for the subject they're applying for
- Candidate has participated in educational contests e.g. MUN, Hackathons etc
- Previously worked in a similar role or founded own start-up

Note: Bonus points do not change thresholds but can break ties

📋 Decision Thresholds

Range	Advised Action
16-20	Invite to Interview
12-15	Hold/ Request another ACM/VCM or CL to review
0 - 11	Reject