

# Congressional Aide Summer Shadowing Program – Application Rubric

## Scoring Scale (for each category)

- **4 – Excellent:** Clear, thoughtful, detailed; demonstrates maturity, insight, and strong alignment with program goals.
  - **3 – Good:** Solid response with some detail; demonstrates understanding and readiness, but could go deeper.
  - **2 – Fair:** Limited response, somewhat vague; shows partial understanding or preparation.
  - **1 – Needs Improvement:** Minimal response; lacks depth, unclear connection to program or skills.
  - **0 – Not Addressed:** Skipped or irrelevant.
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## Application Components & Weighting

### 1. Motivation & Interest (0–12 points)

- Explains why they want to participate.
- States what they hope to learn or gain.
- Shows genuine enthusiasm for civic engagement and leadership.

### 2. Civic Engagement & Awareness (0–12 points)

- Identifies an issue they care about.
- Connects personal interests to community or government.
- Shows awareness of civic responsibility.

### 3. Skills & Strengths (0–12 points)

- Provides examples of leadership, initiative, or teamwork.
- Demonstrates communication, organization, and professionalism.
- Reflects ability to work in structured settings.

### 4. Professional Readiness & Responsibility (0–8 points)

- Gives examples of handling responsibility, deadlines, or commitments.
- Defines professionalism in their own words.
- Shows maturity and reliability.

### 5. Girl Scout Connection (0–8 points)

- Links experience to Girl Scout Promise/Law.
- Shows how Girl Scouts prepared them for this opportunity.
- Demonstrates alignment with Girl Scout values.

#### **6. Scenario/Creative Thinking (0–8 points)**

- Responds thoughtfully to hypothetical situations.
  - Demonstrates problem-solving, judgment, and adaptability.
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### **Additional Materials**

#### **7. Resume (0–8 points)**

- Well-formatted and clear.
- Lists school, activities, leadership roles, volunteer work.
- Shows transferable skills (communication, organization, teamwork).

#### **8. Letters of Recommendation (2 required, 0–12 points total)**

- **Each letter scored 0–6 points.**
    - Speaks to applicant’s character, maturity, and responsibility.
    - Provides examples of leadership, initiative, or community engagement.
    - Strong endorsement for applicant’s readiness.
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### **Total Possible Points: 80**

- **70–80 points:** Outstanding candidate – highly recommended.
- **55–69 points:** Strong candidate – recommend.
- **40–54 points:** Developing candidate – recommend if space allows.
- **Below 40 points:** Not ready at this time.