Resume Evaluation Rubric

Entry-Level Quantitative Analyst

Instructions:
You are evaluating resumes for an *Entry-Level Quantitative Analyst* position. Use the job ad to guide your decisions. Score each category from **1 (Weak)** to **4 (Excellent)** based on evidence in the resume.

Maximum score: 24 points

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1. Quantitative & Mathematical Preparation (1–4)

How strong is the candidate's mathematical background for this role?

- **4** – Strong coursework (calc, linear algebra, probability/statistics) with evidence of modeling or analysis

- **3** – Solid core math preparation

- **2** – Basic math background with limited depth

- **1** – Minimal or unclear quantitative preparation

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2. Technical & Data Skills (1–4)

How prepared is the candidate to work with data and analytical tools?

- **4** – Clear, applied experience with tools (Excel, Python, R, MATLAB, SQL)

- **3** – Some relevant tools with credible experience

- **2** – Tools listed but little evidence of use

- **1** – Little or no technical skill evidence

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3. Relevance of Experience & Projects (1–4)

How relevant are the candidate's experiences to quantitative analysis?

- **4** – Directly relevant internships, research, or projects

- **3** – Some relevant applied or analytical experience
- **2** – General experience with weak relevance
- **1** – Experience largely unrelated

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4. Communication & Clarity (1–4)

How clearly does the candidate explain their work?

- **4** – Clear, concise, well-organized explanations
- **3** – Mostly clear with minor issues
- **2** – Vague or hard to follow
- **1** – Poorly written or confusing

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5. Fit for an Entry-Level Role (1–4)

How well does the resume match an *entry-level* quantitative position?

- **4** – Strong potential; realistic and appropriate background
- **3** – Good fit with trainable gaps
- **2** – Noticeable misalignment
- **1** – Poor fit

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6. Overall Professionalism (1–4)

How polished and professional is the resume?

- **4** – Clean, consistent, error-free
- **3** – Minor formatting or wording issues
- **2** – Several distracting issues
- **1** – Unprofessional or sloppy