

Annex B - CJCR Gp Instr 50-56, Corps/Squadron Leadership Appointments

Rank Eligibility List Summary

1. Cadet Information

Cadet Name:
Current Rank:
Rank Eligibility List:
Desired Appointment(s):

2. Adult Supervisor's Recommendation

Recommended for consideration to the desired eligibility list	Yes	No
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Notes:

3. Application Review

Review the cadet's cover letter, resume and substantiating information and complete the following:

	Developing	Capable	Accomplished	Exemplary
Cover Letter	The cover letter vaguely described how the cadet meets the requirements for the rank and the appointment(s) they are applying for.	The cover letter somewhat described how the cadet meets the requirements for the rank and the appointment(s) they are applying for.	The cover letter accurately described how the cadet meets the requirements for the rank and the appointment(s) they are applying for.	The cover letter accurately described how the cadet meets the requirements for the rank and the appointment(s) they are applying for. It also provided substantiation of previous experience.
Resume	The resume was attempted and included some information about the cadet's experience and accomplishments.	The resume was attempted and somewhat described the cadet's experience and accomplishments.	The resume was organized and accurate in describing the cadet's experience and accomplishments.	The resume was well organized and substantiated in describing the cadet's experience and accomplishments.
Substantiating Documentation	The documentation provides little substantiation for how the cadet meets the requirements for the	The documentation provides some substantiation for how the cadet meets the requirements for the	The documentation provides accurate and relevant substantiation for how the cadet meets the	This documentation provides accurate and relevant substantiation for how the cadet meets the

	rank and appointment(s) they are applying for.	rank and appointment(s) they are applying for.	requirements for the rank and appointment(s) they are applying for.	requirements for the rank and appointment(s) they are applying for. The documentation complements the resume and cover letter.
Subtotals	x1	x2	x3	x4
Total Score				/12

4. Interview Results

Interviews are conducted for the PO1/WO/FSgt, CPO2/MWO/WO2 and CPO1/CWO/WO1 rank tiers. Record the questions asked and the overall score in the table below by entering the results for each category per question from the Board Member Interview Results forms.

	Developing	Capable	Accomplished	Exemplary
	Incorrectly answered the question, tried to guess or required significant prompting to solicit answer.	Answered the question with some hesitation, inconsistency, or incompleteness, or required some prompting to solicit correct or complete answer.	Answered question in a clear and concise manner.	Answered question in a clear and concise manner and elaborated on the response in relation to their current and/or future appointment.
Question 1: Corps/squadron structure or routine.				
Question 2: Relationship between the corps/squadron and the Cadet League.				
Question 3: Leadership/problem-solving.				
Question 4: Response to situation/scenario.				
Question 5: Leadership/problem-solving or response to situation/scenario.				
Subtotals	x1	x2	x3	x4
Total Score				/20

Notes:

5. Eligibility List Recommendation

It is recommended that cadets score at least 50% to be added to the Rank Eligibility List.

Summary		
Adult Supervisor's Recommendation	Yes	No
Application Review Score		/12
Interview Results Score		/20
TOTAL SCORE		/32

Recommended for the desired eligibility list	Yes	No
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Additional Notes:

Date:
Board Chair:
Signature:
Board Members:

Recommended for consideration to the desired eligibility list	Yes	No
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