

FINANCIAL SERVICES TECHNICAL SKILLS ASSESSMENT RUBRIC

	Not Met	Proficient	Advanced
Journalizing Business Transactions (25 points) FNZ201.01, FNZ201.02	Shows little to no understanding of the principle of journalizing accurately in the appropriate journal. (0 points)	Shows a good understanding of the principles of journalizing accurately in the appropriate journal. (20 points)	Shows a well-developed understanding of the principles of journalizing accurately in the appropriate journal. (25 points)
Posting (15 points) FNZ04.02, FNZ 01.03	Shows little to no understanding of the principles of posting. (0 points)	Shows a good understanding of the principles of posting. (12 points)	Shows a well-developed understanding of the principles of posting. (15 points)
Bank Reconciliation (15 Points) FNZ201.03, FNZ07.02	Shows little to no understanding of maintaining an accurate checkbook balance and the practice of writing checks. (0 points)	Shows a good understanding of maintaining an accurate checkbook balance and the practice of writing checks. (8 points)	Shows a well-developed understanding of maintaining an accurate checkbook balance and the practice of writing checks. (15 points)
Payroll Recording (10 Points) FNZ201.01, FNZ01.02	Shows little to no understanding of how to record payroll transactions. (0 points)	Shows a good understanding of how to record payroll transactions. (8 points)	Shows a well-developed understanding of how to record payroll transactions. (10 Points)
Worksheet (10 Points) FNZ04.02, FNZ01.03, FNZ01.04	The entire worksheet is not completed, but has been attempted. (0 points)	The entire worksheet is correctly prepared, with no more than two major errors. (8 Points)	The entire worksheet is correctly prepared with no major errors. (10 Points)
Financial Statements (10 Points) FNZ01.03, FNZ01.04	No financial statements are included. (0 points)	All of the financial statements are included with no more than two errors on the complete set. (8 points)	All the financial statements are presented with no major errors. (10 Points)
Adjusting/Closing Entries (10 Points) FNZ01.01, FNZ01.02, FNZ01.03, FNZ04.02	There are no adjusting and closing entries. (0 points)	Adjusting and closing entries are completed with no more than two errors. (8 Points)	Adjusting and closing entries are completed with no errors. (10 points)
Post-Closing Trial Balance (5 Points) FNZ0106, FNZ07.02	The post-closing trial balance has not been completed. (0 points)	The post-closing trial balance is correct, with no major errors. (4 points)	The post-closing trial balance is correct, with no errors. (5 Points)