



Judging Guidelines

The Judging Guidelines below are being provided to give you an idea of how your application will be evaluated and the weighting of the various sections. Please give yourself the best opportunity of receiving a scholarship by reading the instructions carefully and providing the information requested.

Achievement (20%) – this is an academic scholarship based on an applicant’s merit rather than need, therefore evaluation of this portion should focus on the academic achievements.

Leadership (20%) – leadership qualities are important for success at the professional level.

Facility Management Involvement (10%) – refers to any activity or participation related to facility management; focus on facility related employment as well as Association involvement (i.e. IFMA) is a good indication of the student’s commitment to the profession, but is not required to receive a high score.

Letter of Intent (30%) – conveys a student’s professional goals as well as indicating the strength of his/her communication skills.

Resume (10%) – a necessary business tool for the “real world” and provides a condensed history of the student’s life activities.

Recommendation (10%) - the letter of recommendation **must** be from their most recent employer or internship. The letter should highlight performance characteristics that demonstrate his/her FM skills and potential for future success in the profession. **The recommendation is required in order to be eligible for a scholarship.**

		AN EXAMPLE
Criteria	Percent	Students Name
Achievement/Accomplishment	20	80
Leadership Skills	20	85
Involvement in FM Related Activities	10	90
Letter of Professional Intent	30	75
Resume	10	80
Recommendation	10	75
Total (Weighted by percent value)	100	80