

Bank of Columbus Survey of Open-Up Program - Grading

Overall the Paper:

- Is 5-6 pages in length, single spaced
- Contains a minimum 3-4 graphs
- Uses action headers appropriately
- Is well structured and has a logical flow on information – includes an introduction, body and conclusion
- Answers the specific questions listed in the instructions
- Is error free

All Graphs:

- Include an action header title
- Are identified with a figure number
- Must use color and use it appropriately (contrast)
- Can be understood in 30-45 seconds

Pie Graphs:

- Percentages equal 100%
- Sections are clearly labeled and values are listed
- Largest part of “pie” starts at 12:00 position

Line, Column and Bar Graphs:

- Include axis titles where appropriate
- Are properly scaled to emphasize/support the main point
- Bars and columns are wider than the gap between them
- Values are used to emphasize/support the main point

Language:

- Appropriate descriptors of the employee/survey population are accurately used.
 - Employees
 - Survey Respondents, non-respondents
 - User respondents, non-user respondents

Statistics:

- Calculated numbers are accurate
- There is consistency in portrayal of numbers – percentages all carried out to the same level (tenths/hundredths, etc.)