

Diane Harrington

Student: \_\_\_\_\_

## Rubric: Careers Research Project and Job Portfolio

Students research careers, colleges, conduct personal interviews, and complete a job shadowing assignment. Students create a resume, cover letter, application, participate in mock job interviews, a post-interview Thank You note, and a personal plan for reaching their career goal. Total Possible Points: 150

### Career Research



	<b>Not proficient 1 pts</b>	<b>Approaching 2 pts</b>	<b>Proficient 3 pts</b>
<b>Survey Results 3 pts</b> Discuss results from all career interest surveys completed	<b>Not proficient</b> 1-2 are discussed	<b>Approaching</b> 3-4 discussed	<b>Proficient</b> 5-6 discussed
<b>Quantity 3 pts</b> Career Research (At least 2)	<b>Not proficient</b> 0 careers researched	<b>Approaching</b> 1 careers researched	<b>Proficient</b> 2 careers researched
<b>Career Defined 3 pts</b> Job Title Job Description A typical day	<b>Not proficient</b> Several pieces of information are missing, incorrect or are not meaningful as stated.	<b>Approaching</b> Most information is accurate. Some categories not complete.	<b>Proficient</b> All information is accurate and meaningful. All questions answered thoroughly.
<b>Education/Skills/Working Conditions 3 pts</b> Education requirements Skills required Working Conditions	<b>Not proficient</b> Several pieces of information are missing, incorrect or are not meaningful as stated.	<b>Approaching</b> Most information is accurate. Some categories not complete.	<b>Proficient</b> All information is accurate and meaningful. All questions answered thoroughly.
<b>College Research 3 pts</b>	<b>Not proficient</b> Several pieces of information are missing, incorrect or are not meaningful as stated. Research does not reflect student's stated interests and goals.	<b>Approaching</b> Most information is accurate, but some may not be meaningful. Research may not reflect student's stated interests and goals.	<b>Proficient</b> All information is accurate and meaningful. All questions answered thoroughly. Most research reflects student's stated interests and goals.
<b>Salary/Advancement 3 pts</b> Salary range, promotion, advancement	<b>Not proficient</b> Several pieces of information are missing, incorrect or are not meaningful as stated.	<b>Approaching</b> Most information is accurate. Some categories not complete.	<b>Proficient</b> All information is accurate and meaningful. All questions answered thoroughly.
<b>Outlook 3 pts</b> Job/Employment Outlook/% change	<b>Not proficient</b> Several pieces of information are missing, incorrect or are not meaningful as stated.	<b>Approaching</b> Most information is accurate. Some categories not complete.	<b>Proficient</b> All information is accurate and meaningful. All questions answered thoroughly.
<b>Your reasoning 4 pts</b> Why you chose this career-interesting facts	<b>Not proficient</b> Several pieces of information are missing, incorrect or are not meaningful as stated.	<b>Approaching</b> Most information is accurate. Some categories not complete.	<b>Proficient</b> All information is accurate and meaningful. All questions answered thoroughly.
<b>Personal Interviews 5 pts</b> Their* description of the job What training they* feel is required Why they* chose this field Salary/wage to expect Do they* recommend this field?	<b>Not proficient</b> not completed	<b>Approaching</b> interview completed but not all questions answered	<b>Proficient</b> interview completed with all questions answered thoroughly

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*The interviewee			
<b>Presentation 20 pts</b> A summary of career choices is given with information from report	<b>Not proficient</b> No presentation is made	<b>Approaching</b> Presentation is made but with information missing	<b>Proficient</b> Presentation is made with all information included.
<b>Resume 10 pts</b>	<b>Not proficient</b> Appearance is messy and disorganized. Formatting is inconsistent. Difficult to read.	<b>Approaching</b> Appearance is fair. Formatting is not all consistent. Typed with one or two spelling/grammar errors. Somewhat difficult to read.	<b>Proficient</b> Appearance is neat. Formatting is consistent. Typed with minor spelling/grammar errors. Relatively easy to read. Professional looking.
<b>Application Letter 10 pts</b>	<b>Not proficient</b> Appearance is messy and disorganized. Formatting is inconsistent. Difficult to read.	<b>Approaching</b> Appearance is fair. Formatting is not all consistent. Typed with one or two spelling/grammar errors. Somewhat difficult to read.	<b>Proficient</b> Appearance is neat. Formatting is consistent. Typed with no spelling/grammar errors. Relatively easy to read. Professional looking.
<b>Application 10 pts</b>	<b>Not proficient</b> Many parts of the application left blank. Information is accurate. Many grammar and spelling errors. Very messy.	<b>Approaching</b> Most of the application is filled out. All information is accurate. One or two spelling/grammar errors. Should be neater.	<b>Proficient</b> Completely filled out. All information is accurate. No spelling/grammar errors. Neatly done.
<b>Interview Questions 10 pts</b>	<b>Not proficient</b> Student did not complete half of the questions. Answers were not in conversational tone in the form of a complete sentence.	<b>Approaching</b> Student completed 3/4 of the questions. Some answers were not in the form of a complete sentence.	<b>Proficient</b> Student completed all questions. All were well thought out answers in conversational form and were in the form of a complete sentence.
<b>Thank You letter 10 pts</b>	<b>Not proficient</b> Appearance is messy and disorganized. Formatting is inconsistent. Difficult to read.	<b>Approaching</b> Appearance is fair. Formatting is not all consistent. Typed with one or two spelling/grammar errors. Somewhat difficult to read.	<b>Proficient</b> Appearance is neat. Formatting is consistent. Typed with no spelling/grammar errors. Relatively easy to read. Professional looking.

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