

Name: _____ Date: _____ Period: _____

Child Care Today
Unit 1: Exploring Career Opportunities
Child Care Portfolio Project: Job Search Skills

Evaluation Rubric

Directions Use the Self-Evaluation Guidelines below to assess the content of your Child Care Portfolio Project. Rate your performance and give yourself a score for each criterion. Then give your answers and this completed Evaluation Rubric to your teacher to evaluate.

Self-Evaluation Guidelines

Exemplary (10–8 points)	Satisfactory (7–4 points)	Poor (3–0 points)
<ul style="list-style-type: none"> • Includes all of the required content elements • Very well organized • All details provided • No grammatical errors • Creatively designed and executed 	<ul style="list-style-type: none"> • Includes some of the required content elements • Well organized • Many general details provided • Few grammatical errors • Neatly keyed or handwritten 	<ul style="list-style-type: none"> • Includes few or none of the required content elements • Disorganized • Few or no details provided • Many grammatical errors • Typos or illegible handwriting

Criteria	Exemplary (10–8 points)	Satisfactory (7–4 points)	Poor (3–0 points)	Student Score	Teacher Score
Content					
Research child care job opportunities and summarize your findings.					
Obtain and complete a child care center job application.					
Write a professional cover letter.					
Create a job portfolio, including cover letter, application, résumé, reference list, and mission statement.					
Participate in a mock job interview with a partner.					
Mechanics					
Evaluate the extent of your research on available jobs.					
Evaluate how well you completed the job application and portfolio.					
Check for accuracy of spelling and grammar.					
Evaluate your interviewing skills.					
Total					