

Unit 1

Lesson 1

Challenge Yourself Project 10 Identify Job Qualifications



Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Created a new document			
Saved the document as w1rev-[your first initial and last name]10			
Selected one job description from the previous exercise			
Identified educational requirements			
Identified prior experience needed			
Identified skills needed			
Keyed a paragraph summarizing the necessary qualifications			
Proofread and made any necessary edits to your document			