

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Period: \_\_\_\_\_

**Managing Life Skills**  
**Unit 2: Interpersonal Skills**  
**Portfolio Project: Conduct Career Research**

**Evaluation Rubric**

**Directions** Use the Self-Evaluation Guidelines below to assess the content of your 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**

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

<b>Criteria</b>	<b>Exemplary (10–8 points)</b>	<b>Satisfactory (7–4 points)</b>	<b>Poor (3–0 points)</b>	<b>Student Score</b>	<b>Teacher Score</b>
<b>Content</b>					
Choose one career cluster that matches your career interest areas.					
Research information about the jobs you choose to select.					
Develop interview questions to ask the person you will interview or job shadow.					
Use a graphic organizer to organize and share the information you have learned.					
Present your graphic organizer to the class.					
<b>Mechanics</b>					
Evaluate the organization of writing.					
Evaluate the level of detail of your observation sheet.					
Check for accuracy of spelling and grammar.					
Evaluate your speaking and listening skills.					
<b>Total</b>					