

Name: _____ Date: _____ Period: _____

Managing Life Skills
Unit 3: Management Skills
Portfolio Project: Develop a Career Plan

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

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					
Review the requirements needed for your desired career.					
Research admission requirements for post-secondary education and training.					
Use your research and goals to develop a realistic plan for achieving your career goal.					
Use a career ladder or other visual tool to organize and share the information you have learned.					
Create a portfolio with your notes, checklist, and final career plan.					
Mechanics					
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.					
Total					