

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

**Managing Life Skills**  
**Unit 4: Consumer Skills**  
**Portfolio Project: Prepare Your Résumé**

**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>					
Make a list of your work experience and your specific workplace skills.					
Create your résumé.					
Work with a partner to assess your résumé and offer feedback.					
Refine your résumé, and create a text version for online job sites.					
Create a five-minute oral report to share what you learned about preparing a résumé with 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>					