

Name: _____ Date: _____ Period: _____

Managing Life Skills
Unit 5: Pathways to Career Success
Portfolio Project: Complete a Job Application

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 | | | | | |
| Compile information to create a personal fact sheet. | | | | | |
| Obtain job applications from at least two local businesses. | | | | | |
| Review your application with a trusted adult, and make any necessary revisions. | | | | | |
| Prepare an oral report to share the results of your comparison and analysis with the class. | | | | | |
| Create a five-minute oral report to share what you learned about preparing a résumé with the class. | | | | | |
| 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 | | | | | |