

### Rubric for Career Portfolio

<p><b>Task Description:</b> Create a personal career portfolio with as many documents as you have available for each section:</p> <ul style="list-style-type: none"> <li style="width: 50%;">• <i>Cover letter</i></li> <li style="width: 50%;">• <i>Goals and plans for the future</i></li> <li style="width: 50%;">• <i>Table of contents</i></li> <li style="width: 50%;">• <i>Transcripts</i></li> <li style="width: 50%;">• <i>Résumé</i></li> <li style="width: 50%;">• <i>Work samples</i></li> <li style="width: 50%;">• <i>Employability skills</i></li> <li style="width: 50%;">• <i>Service learning/volunteer log</i></li> <li style="width: 50%;">• <i>Licenses and/or certificates</i></li> <li style="width: 50%;">• <i>Employment evaluations</i></li> <li style="width: 50%;">• <i>Awards</i></li> <li style="width: 50%;">• <i>Letters of recommendation</i></li> </ul>					
Criteria	weight	4 - Professional	3 - Apprentice	2 - Novice	1 - Beginner
<b>Planning Process</b>	20%	<input type="checkbox"/> Clearly defined goals <input type="checkbox"/> Detailed plan consistent with goals	<input type="checkbox"/> Defined goals <input type="checkbox"/> Plan of action loosely based on goals	<input type="checkbox"/> Limited goals <input type="checkbox"/> Undefined plan of action	<input type="checkbox"/> No clearly defined goals <input type="checkbox"/> No plan of action
<b>Content/Organization</b>	15%	<input type="checkbox"/> Includes required content <input type="checkbox"/> Content presented in a concise, well-organized manner	<input type="checkbox"/> Includes most required content <input type="checkbox"/> Organization is adequate	<input type="checkbox"/> Fewer than half of the required components <input type="checkbox"/> Some organization; difficult to follow	<input type="checkbox"/> Lack of required components <input type="checkbox"/> Lack of organization
<b>Innovative Components</b>	15%	<input type="checkbox"/> Demonstrates a high degree of insight, originality, and creativity	<input type="checkbox"/> Demonstrates some originality or creativity	<input type="checkbox"/> Demonstrates a low level of creativity	<input type="checkbox"/> Demonstrates no originality or creativity
<b>Product</b>	50%	<input type="checkbox"/> Polished and well presented <input type="checkbox"/> High level understanding of career concepts <input type="checkbox"/> Product would serve as a strong asset in employment search	<input type="checkbox"/> Neat and presentable <input type="checkbox"/> General knowledge base of career concepts <input type="checkbox"/> Product would be an acceptable tool in employment search	<input type="checkbox"/> Reasonably neat and presentable <input type="checkbox"/> Gaps in knowledge base of career concepts <input type="checkbox"/> With additional attention to detail, product could become valuable in employment search	<input type="checkbox"/> Poorly presented <input type="checkbox"/> No evidence of knowledge base of career concepts <input type="checkbox"/> Product is not suitable in employment search

Assignment Score \_\_\_\_\_ + Beyond/Bonus \_\_\_\_\_ = Final Score \_\_\_\_\_