

## Hire or No Hire Career Portfolio Rubric Student Name: \_\_\_\_\_

<b>Performance Task:</b>	Develop a career portfolio that contains a resume, cover letter/letter of introduction, thank-you letter, graphic organizer noting your understanding of workplace issues, student transcript, letters of recommendation, essay describing employability skills, and a PowerPoint showing a chosen career path and your traits and qualities that match this path.			
	<b>EXCEEDS THE STANDARD</b> You Are Hired (You Are the First-Choice Candidate)	<b>MEETS THE STANDARD</b> You Are Hired (You Are the Second-Choice Candidate)	<b>PARTIALLY MEETS THE STANDARD</b> (A No-Hire Decision)	<b>DOES NOT MEET THE STANDARD</b> (A No-Hire Decision)
<b>Score</b>	<b>6 - 5</b>	<b>4 - 3</b>	<b>2 - 1</b>	<b>0</b>
	"all of the skill all the time with increased sophistication"	"all of the skill all the time"	"part of the skill all of the time or all of the skill part of the time"	"part of the skill part of the time"
<b>Overall Presentation of Portfolio</b>	The student provides a notebook with name in plain view; all items are neat, clean, and provided in correct order, in three-hole punched plastic protectors	The student provides a notebook with the student's name in plain view; all items are provided in correct order by sections. All pages are neat, clean, and three-hole punched.	The student provides a notebook with the student's name in plain view. All items are provided, but not in order by section.	The student does not present the portfolio in a notebook form.
<b>Cover Letter/Letter of Introduction</b>	The student provides a letter discussing the student's interests, goals, and experience. The letter is in appropriate format and contains no spelling or grammar errors.	The student provides a letter discussing the student's interests, goals, and experience. The letter is in appropriate format and contains no more than three spelling and grammar errors.	The student provides a letter with interests and goals. The letter is not in appropriate business letter format and contains spelling and grammar errors.	The student does not present a cover letter.
<b>Resume</b>	The student presents a complete, neat, typewritten resume that describes education and experience in professional language. The format is consistent and does not exceed one page.	The student presents a complete, neat, typewritten resume that adequately describes education and experience. The format is consistent, but exceeds one page.	The student presents an incomplete typewritten resume using an inconsistent format. The student is able to partially describe education and experience.	The student is not able to present a complete resume in appropriate format.
Samples of work: <b>1. PowerPoint:</b> <i>career &amp; educational opportunities</i> <b>2. Graphic Organizer:</b> <i>workplace issues</i> <b>3. Essay:</b> <i>Verification of employability skills</i>	Includes three samples of work in multimedia formats appropriate for sharing with a potential employer.	Three samples are presented in the binder; very high quality, with no errors. The samples are appropriate and highlight skills to impress the potential employer.	Three samples are provided, but are not the quality to share with employers.	Three samples are not provided.
<b>Letters of Recommendation</b>	The student is able to provide an additional list of employers/personal references with contact information.	The student includes three letters of recommendation from non-family members.	The student is able to provide one letter of recommendation from a non-family member.	The student is not able to provide a letter of recommendation nor the name of an employer or a personal reference from non-family members.
<b>Total</b>				

Adapted from *Career Preparation: Career portfolio scoring guide*. Augusta, ME: Maine Community College, Center for Career Development. Retrieved June 2, 2007, from [http://ccd.me.edu/careerprep/Career\\_portfolio\\_rubrics.pdf](http://ccd.me.edu/careerprep/Career_portfolio_rubrics.pdf)