

Rubric for Career Portfolio

Task Description: Create a personal career portfolio with as many documents as you have available for each section:

- *Cover letter*
- *Table of contents*
- *Résumé*
- *Employability skills*
- *Licenses and/or certificates*
- *Awards*
- *Goals and plans for the future*
- *Transcripts*
- *Work samples*
- *Service learning/volunteer log*
- *Employment evaluations*
- *Letters of recommendation*

Criteria	weight	4 - Professional	3 - Apprentice	2 - Novice	1 - Beginner
Planning Process	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
Content/ Organization	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
Innovative Components	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
Product	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 _____