**Career Portfolio Scoring Rubric Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final Mark: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%**

Guided by self assessment and personal career interests, students will integrate school and work-based experiences to develop their career goals.

**Performance Task:** Develop a Career Portfolio which summarizes your accomplishments, your education, and your work experience and contains a resume, samples of student work, student transcript, autobiographical information, education and training info, working attributes, career development, team work skills, letters of recommendation and a career summary.

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| **Scoring Rubric** | **Does Not Meet the Standard**  **0-1** | **Partially Meets the Standard**  **2-3** | **Meets the Standard**  **4-5** | **Exceeds the Standard**  **6** |
| **Timeliness** | Portfolio is handed in more than two weeks late. | Portfolio is handed in up to one week late. | Portfolio is handed in up to two days late. | Portfolio is handed in on time or early. |
| **Résumé** | The student is **not** able to present a complete **résumé** in appropriate format. | The student presented an incomplete typewritten **résumé** using inconsistent format. The student was able to partially describe education and experience. | The student presented a complete, neat, typewritten **résumé**, which adequately described education & experience. The format was consistent & not overly lengthy. | The student presented a complete, neat, typewritten **résumé**, which adequately described education & experience in professional language. The format was consistent & not overly lengthy. |
| **Letters of Recommendation**  Full name, Occupation, Location, Contact # (& email) | The student is **not** able to provide a letter of recommendation or the name of an employer or personal reference from non-family members. | The student is able to provide **1** letter of recommendation from a non-family member in proper format. | The student includes **3** letters of recommendation from non-family members in proper format. | The student is able to provide an additional list of employers/personal references with contact info in proper format.  Ex. Robert Brown, Philanthropist, Edmonton, AB, 780-555-1212, [Robert.Brown@alis.ca](mailto:Robert.Brown@alis.ca) |
| **Cover Letter** | The student is **not** able to present a complete **cover letter** in appropriate format or the **cover letter** is not complete and/or typewritten. | The student presented an incomplete typewritten **cover letter** using inconsistent format. The student was able to partially complete a letter introducing themselves & their qualifications. | The student presented a complete, neat, typewritten **cover letter** which adequately described themselves & their qualifications. The format was consistent & not overly lengthy. |  |
| **Student Transcript/DARS** | The student is **not** able to provide a transcript/DARS. | The student is able to provide a past report card. | The student is able to provide a transcript/DARS. |  |
| **Who Am I Results**  from My Blueprint | Who Am I Results from My Blueprint is **not** included. | Who Am I Results from My Blueprint included, but not labelled, or in context with portfolio. | Who Am I Results from My Blueprint included, labelled and/or in context with portfolio. |  |
| **Job Information and Description for 2 jobs**  Printed out from Alis | No job information or descriptions are included. | Job information and description is included for one job. | Job information and descriptions are included for 2 jobs. |  |
| **2 Career Job Summaries** | Career Summaries are **not** included in portfolio. | Career Summaries are included, but not completed. | Career Summaries is included & completed. | Career Summaries are completed & show evidence of careful consideration. |
| **Post Secondary Training Comparison Chart** | Chart is incomplete or missing. | Chart is included but is very sparse/lacking content. | Chart includes all components, has been thoroughly edited and shows thought & detail. |  |
| **Goals & Dreams/Goal Framework 1st day handout (Questionnaire)** | Goals & Dreams and Goals Framework **not** included or completed. | Either one or the other is completed/included, but not both. | Both Goals & Dreams and Goals Framework included & completed. | Both Goals & Dreams and Goals Framework included and completed & show evidence of careful consideration. |
| **Samples of Work** | The student is **not** able to provide a sampling of his/her best work. | The student is able to provide **a** sampling of his/her best work. | The student is able to to provide 3 samples of his/her best work, which highlight his/her abilities and/or interests. The samples are appropriate to share with a potential employer. | In addition to 3 print samples, the student will also include CDs, videos, webpages, and other multimedia formats appropriate to share with a potential employer. |
| **Career Summary** | Career summary is incomplete or **not** included in portfolio. | Career summary does not include all components of assignment but is included. | Career summary includes all components, has been edited and shows some thought & detail. | Career summary includes all components, has been thoroughly edited and shows thought & detail, and uses professional language. |
| **Portfolio Self-Assessment** | Self Assessment of portfolio is incomplete or missing. | Self assessment is included but is very sparse/lacking content. | Self assessment is included, is honest and shows detail and thoughtfulness. | Self assessment is included, is honest and shows detail and thoughtfulness, and goes beyond expectations. |
| **Appearance** | * Career portfolio is missing components   Career portfolio is missing required material | Missing 1 of the following criteria:   * Materials are in order * Materials are not neat or well-ordered | * All pages have a consistent look & style * Easy to navigate * Materials are logically organized * All required components are included   Graphically appealing | * All pages have a professional look & style * Easy to navigate * Materials are logically organized * All required components are included   Graphically appealing |
| **Completeness** | * Items are incomplete or missing | Includes info pertinent to at least 2 for each of the following:   * Autobiographical Info * Education & Training Info * Working Attributes * Career Development * Team Work Skills * Additional Info | Includes info pertinent to at least 5 for each of the following:   * Autobiographical Info * Education & Training Info * Working Attributes * Career Development * Team Work Skills * Additional Info | Includes info pertinent to at least 5+ for each of the following:   * Autobiographical Info * Education & Training Info * Working Attributes * Career Development * Team Work Skills * Additional Info |

/85 **Comments:**