

Virtual Workplace Experience II

Portfolio Projects Resources – 03-05b Applying for a Job Rubric



Name _____ Date _____ Period _____

Presentation				
	4 – Excellent	3 – Good	2 – Fair	1 – NI
Required Elements (Title, 3 career ladders, job description, company overview, bibliography)	The presentation includes all required elements as well as additional information.	All required elements are included in the presentation.	All but 1 of the required elements are included in the presentation.	Several required elements were missing.
Quality of Information	Information clearly relates to the career cluster. Application tips are supported by student experience.	Information clearly relates to the career cluster. Application tips mostly supported by student experience.	Information mostly relates to the career cluster. Application tips are generic and unsupported.	Information has little or nothing to do with the career cluster.
Sources	All sources (information and graphics) are accurately documented in the desired format.	All sources (information and graphics) are accurately documented, but a few are not in the desired format.	All sources (information and graphics) are accurately documented, but many are not in the desired format.	Some sources are not accurately documented.
Knowledge Gained	Student can accurately answer all questions related to facts in the presentation.	Student can accurately answer most questions related to facts in the presentation.	Student can accurately answer about 75% of questions related to facts in presentation.	Student appears to have insufficient knowledge in the presentation.
Graphics	All graphics are related to the topic and make it easier to understand. All borrowed graphics have a source citation.	All graphics are related to the topic and most assist understanding. All borrowed graphics have a source citation.	All graphics relate to the topic. Most borrowed graphics have a source citation.	Graphics do not relate to the topic OR several borrowed graphics or lack a source citation.
Preparedness	Student is completely prepared and has obviously rehearsed.	Student seems pretty prepared but might have needed a couple more rehearsals.	The student is somewhat prepared, but it is clear that rehearsal was lacking.	Student does not seem at all prepared to present.
Time	Presentation was between 5-7 minutes in length.	Presentation was over 7 minutes or between 4-5 minutes in length.	Presentation was 3-4 minutes in length	Presentation was less than 3 minutes in length.
Application - This section counts 3X				
Completeness	All parts are complete with correct punctuation and capitalization used, and answers to any questions are in complete, grammatically correct sentences.	All parts are complete. 2 or fewer punctuation or capitalization mistakes, and answers to any questions are in complete, grammatically correct sentences.	All parts are complete. 5 or fewer punctuation or capitalization mistakes, and answers to most questions are in complete, grammatically correct sentences.	Job application is incomplete or has more than 6 errors.
Reflection				
Sentence Structure and Grammar	Sentences are well constructed and there is no more than 1 grammatical errors.	Sentences are well constructed and there are minor grammatical errors.	Sentences lack proper construction but the point can still be found.	Poor sentence construction and grammar. Main point is unclear.
Connection	Reflection clearly speaks to the research performed and work produced and shows strong awareness of areas of strength and potential growth.	Reflection is mostly on topic and speaks to the work produced and shows some awareness of areas of strength and potential growth.	Reflection is mostly on topic but does not address either areas of strength or potential areas of growth.	Reflection is not on topic and does not address the work.
Sources	All sources (information and graphics) are accurately documented in the desired format.	All sources (information and graphics) are accurately documented, but a few are not in the desired format.	All sources (information and graphics) are accurately documented, but many are not in the desired format.	Some sources are not accurately documented.