

Suggested Grading Rubrics for Assignments in *Creating Your Career Portfolio*

(Practical Exercises are listed in a separate document)

Assignments/Activities	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
Career SWOT Analysis	<ul style="list-style-type: none"> ▪ SWOT analysis is incomplete 	<ul style="list-style-type: none"> ▪ Partially distinguish things they control (strengths and weaknesses) vs. things they do not control (opportunities and threats) ▪ Identify 1-2 of each: <ul style="list-style-type: none"> • Strengths • Weaknesses • Opportunities • Threats 	<ul style="list-style-type: none"> ▪ Adequately distinguish things they control (strengths and weaknesses) vs. things they do not control (opportunities and threats) ▪ Identify 3-5 of each: <ul style="list-style-type: none"> • Strengths • Weaknesses • Opportunities • Threats 	<ul style="list-style-type: none"> ▪ Completely distinguish things they control (strengths and weaknesses) vs. things they do not control (opportunities and threats) ▪ Identify 7-10 of each: <ul style="list-style-type: none"> • Strengths • Weaknesses • Opportunities • Threats
Work Philosophy	<ul style="list-style-type: none"> ▪ Includes statements unrelated to work and the industry 	<ul style="list-style-type: none"> ▪ Include fewer than 2 statements describing personal beliefs about work and the industry 	<ul style="list-style-type: none"> ▪ Include 2-3 statements describing personal beliefs about work and the industry ▪ No grammar or spelling errors 	<ul style="list-style-type: none"> ▪ Include 4-5 statements describing personal beliefs about work and the industry ▪ No grammar or spelling errors
Career goals	<ul style="list-style-type: none"> ▪ Goals are incomplete 	<ul style="list-style-type: none"> ▪ Includes less than 3 goals ▪ Goals do not meet all of the following components: <ul style="list-style-type: none"> • are measurable • include timelines for completion • are achievable • career oriented 	<ul style="list-style-type: none"> ▪ Includes 3 goals ▪ Goals are measurable and include timelines for completion ▪ Goals are achievable ▪ Goals are career oriented ▪ No grammar or spelling errors 	<ul style="list-style-type: none"> ▪ Includes 4-5 goals ▪ Goals are measurable and include timelines for completion ▪ Goals are achievable ▪ Goals are career oriented ▪ No grammar or spelling errors
Résumé	<ul style="list-style-type: none"> ▪ Résumé is incomplete 	<ul style="list-style-type: none"> ▪ Résumé is neat and printed ▪ Résumé is incomplete 	<ul style="list-style-type: none"> ▪ Résumé is complete, neat, and printed on professional paper 	<ul style="list-style-type: none"> ▪ Résumé is complete, neat, and printed on professional paper

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Résumé (continued)		<ul style="list-style-type: none"> ▪ Résumé partially describes education and work experiences ▪ Résumé formatting is inconsistent 	<ul style="list-style-type: none"> ▪ Résumé adequately describes education and work experiences ▪ Résumé formatting is consistent ▪ No grammar or spelling errors 	<ul style="list-style-type: none"> ▪ Résumé completely describes education and work experiences in professional language ▪ Résumé formatting is consistent ▪ Availability of career portfolio is noted ▪ No grammar or spelling errors
Cover letter	<ul style="list-style-type: none"> ▪ Letter is incomplete 	<ul style="list-style-type: none"> ▪ Completed letter missing any of the following components: <ul style="list-style-type: none"> • Specific address • Key summary of the résumé • Explanation of desired job opportunities • Business format 	<ul style="list-style-type: none"> ▪ Completed letter, in business format, includes: <ul style="list-style-type: none"> • Specific address • Key summary of the résumé • Explanation of desired job opportunities ▪ No grammar or spelling errors 	<ul style="list-style-type: none"> ▪ Completed letter, in business format, includes: <ul style="list-style-type: none"> • Specific address • Key summary of the résumé • Explanation of desired job opportunities • Availability of career portfolio is noted ▪ No grammar or spelling errors
Letter of request	<ul style="list-style-type: none"> ▪ Letter is incomplete 	<ul style="list-style-type: none"> ▪ Completed letter does not include: <ul style="list-style-type: none"> • A clear list of skills to be addressed • Time period to be addressed 	<ul style="list-style-type: none"> ▪ Completed letter which includes: <ul style="list-style-type: none"> • A list of skills to be addressed • Time period to be addressed ▪ No grammar or spelling errors 	<ul style="list-style-type: none"> ▪ Completed letter in business letter format which includes: <ul style="list-style-type: none"> • A list of specific skills to be addressed • A requested return date • Time period to be addressed • Relationship of reference ▪ No grammar or spelling errors
Professional membership list (If no memberships are currently held, research)	<ul style="list-style-type: none"> ▪ Membership list is incomplete 	<ul style="list-style-type: none"> ▪ Each membership lists the following information: <ul style="list-style-type: none"> • Organization name 	<ul style="list-style-type: none"> ▪ Each membership lists the following information: <ul style="list-style-type: none"> • Organization name 	<ul style="list-style-type: none"> ▪ Each membership lists the following information: <ul style="list-style-type: none"> • Organization name

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professional memberships in a career field and use those instead)			<ul style="list-style-type: none"> • Dates of membership • Offices, boards or committees held (or sought if no membership is held) ▪ No grammar or spelling errors 	<ul style="list-style-type: none"> • Dates of membership • Offices, boards or committees held ▪ If participant holds memberships include: <ul style="list-style-type: none"> • Letters of accomplishment noted • Photos of event participation • Copies of programs attended ▪ If participant does not hold any memberships, include: <ul style="list-style-type: none"> • Date of a future event to attend • Information on joining the organization ▪ No grammar or spelling errors
Academic plan of study	<ul style="list-style-type: none"> ▪ No course catalog supplied 	<ul style="list-style-type: none"> ▪ Include a copy of course catalog 	<ul style="list-style-type: none"> ▪ Courses taken highlighted in the course catalog 	<ul style="list-style-type: none"> ▪ Courses taken are copied from course catalog and formatted into a typed list organized by area
Faculty and employer bio	<ul style="list-style-type: none"> ▪ Incomplete information included for 2 or fewer faculty/employer biographies 	<ul style="list-style-type: none"> ▪ Include 2 or fewer faculty/employer biographies ▪ Each faculty/employer bio lists the following information: <ul style="list-style-type: none"> • Name and job title • Organization name • Contact information 	<ul style="list-style-type: none"> ▪ Include at least 3-5 faculty/employer biographies ▪ Each faculty/employer bio lists the following information: <ul style="list-style-type: none"> • Name and job title • Organization name • Contact information 	<ul style="list-style-type: none"> ▪ Include 5 or more faculty/employer biographies ▪ Each faculty/employer bio lists the following information: <ul style="list-style-type: none"> • Name and job title • Organization name • Contact information • Area of specialty • Date

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(Faculty and employer bio cont.)		<ul style="list-style-type: none"> • Area of specialty • Date 	<ul style="list-style-type: none"> • Area of specialty • Date ▪ No grammar or spelling errors 	<ul style="list-style-type: none"> ▪ No grammar or spelling errors
Reference list	<ul style="list-style-type: none"> ▪ Less than 2 references ▪ Incomplete information on references 	<ul style="list-style-type: none"> ▪ Include 2 references with full contact information 	<ul style="list-style-type: none"> ▪ Include 3 references with full contact information ▪ No grammar or spelling errors 	<ul style="list-style-type: none"> ▪ Include 3 references with full contact information – 1 of each reference type (character, academic, employment) ▪ Reference includes the skills that can be addressed ▪ No grammar or spelling errors
Skill sets	<ul style="list-style-type: none"> ▪ Skill sets are incomplete 	<ul style="list-style-type: none"> ▪ Include less than 3 separate skill sets with less than 3 skills each ▪ Skills are measurable ▪ Skills listed relate to the skill set ▪ Did not indicate the current skill level for each skill 	<ul style="list-style-type: none"> ▪ Include 3 separate skill sets with 3-4 skills each ▪ Skills are measurable ▪ Skills listed relate to the skill set ▪ Indicate the current skill level for each skill ▪ No grammar or spelling errors 	<ul style="list-style-type: none"> ▪ Include 3 separate skill sets with 5 skills each ▪ Skills are measurable ▪ Skills listed relate to the skill set ▪ Indicate the current skill level for each skill ▪ Skill levels are signed off by a qualified person ▪ No grammar or spelling errors
Work samples	<ul style="list-style-type: none"> ▪ Fewer than 5 work samples 	<ul style="list-style-type: none"> ▪ Copies of 5 work samples labeled with the related skill 	<ul style="list-style-type: none"> ▪ Copies of 10 work samples labeled with the related skill ▪ No grammar or spelling errors 	<ul style="list-style-type: none"> ▪ Copies of 15 work samples labeled with the related skill ▪ No grammar or spelling errors
Statement of originality and confidentiality	<ul style="list-style-type: none"> ▪ Statement is incomplete 	<ul style="list-style-type: none"> ▪ Statement does not include participant's name 	<ul style="list-style-type: none"> ▪ Includes complete printed statement ▪ No grammar or spelling errors 	<ul style="list-style-type: none"> ▪ Includes complete statement printed on professional paper ▪ No grammar or spelling errors

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Work sample overview cards	<ul style="list-style-type: none"> ▪ Overview cards are incomplete 	<ul style="list-style-type: none"> ▪ Each overview card includes following information: <ul style="list-style-type: none"> • Title of sample • Purpose of sample • Date of work 	<ul style="list-style-type: none"> ▪ Each overview card includes following information: <ul style="list-style-type: none"> • Title of sample • Purpose of sample • Date of work • Keywords indicating skills used ▪ No grammar or spelling errors 	<ul style="list-style-type: none"> ▪ Each overview card includes following information: <ul style="list-style-type: none"> • Title of sample • Purpose of sample • Date of work • Keywords indicating skills used ▪ Overview cards are attached to each work sample ▪ No grammar or spelling errors
Mock Interviews	<ul style="list-style-type: none"> ▪ Participant does not have a completed portfolio 	<ul style="list-style-type: none"> ▪ Participant does not use the portfolio to do one of the following: <ul style="list-style-type: none"> • Introduce themselves • Answer a question • Summarize their skills ▪ Inappropriately dressed ▪ Unprepared for the interview ▪ Unable to ask appropriate questions 	<ul style="list-style-type: none"> ▪ Participant adequately uses the portfolio to do one of the following: <ul style="list-style-type: none"> • Introduce themselves • Answer a question • Summarize their skills ▪ Appropriately dressed ▪ Prepared for the interview ▪ Asks appropriate questions 	<ul style="list-style-type: none"> ▪ Participant completely uses the portfolio to: <ul style="list-style-type: none"> • Introduce themselves • Answer a question • Summarize their skills ▪ Appropriately dressed ▪ Prepared for the interview ▪ Asks appropriate questions