

Career Preparation Career Portfolio Scoring Guide

MLR Performance Standard:	B. Guided by self assessment and personal career interests, students will integrate school and work based experiences to develop their career goals.			
Performance Indicator:	B1. Secondary – Use a career planning process that includes self assessment, personal development, and a career portfolio as a way to gain initial entry into the workplace.			
Performance Task:	Develop a Career Portfolio which summarizes your accomplishments, your education, and your work experience and contains a cover letter/letter of introduction, resume, samples of student work, student transcript, and letters of recommendation.			
Scoring Rubric	DOES NOT MEET THE STANDARD “part of the skill part of the time”	PARTIALLY MEETS THE STANDARD “part of the skill all of the time or all of the skill part of the time”	MEETS THE STANDARD “all of the skill all the time”	EXCEEDS THE STANDARD “all of the skill all the time with increased sophistication”
Overall Presentation of Portfolio	The student does not present the portfolio in a notebook form	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 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 name in plain view; all items are neat, clean, and provided in order, in three-hole punched plastic protectors
Cover Letter/Letter of Introduction	The student is not able to present a cover letter	The student provides a letter with their interests, and goals. The letter was not in appropriate business letter format and contained spelling and 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 3 spelling and grammar errors.	The student provides a letter discussing the student’s interests, goals and experience. The letter is in appropriate format and contains no spelling and grammar errors.
Resume	The student was not able to present a complete resume in appropriate format.	The student presented an incomplete typewritten resume using and inconsistent format. The student was able to partially describe education and experience.	The student presented a complete, neat, typewritten resume, which adequately described education and experience. The format was consistent but exceeded one page.	The student presented a complete, neat, typewritten resume, which described education and experience in professional language. The format was consistent and did not exceed one page.
Samples of Work	The student is not able to provide a sampling of his or her best work.	The student is able to provide a sampling of his/her best work .	The student is able 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 CD-ROMs, videos, and other multimedia formats appropriate to share with a potential employer.
Student Transcript	The student is not able to provide a transcript	The student is able to provide a partial transcript	The student is able to provide a transcript.	
Letters of Recommendation	The student is not able to provide a letter of recommendation or the name of an employer or a personal reference from non-family members.	The student is able to provide 1 letter of recommendation from a non-family member.	The student includes 3 letters of recommendation from non-family members.	The student is able to provide an additional list of employers/personal references with contact information.