Porfolio Scoring Rubric

6	5	4	3	2	1
Required Pieces:	Required Pieces:	Required Pieces:	resume	One or more	little or no
cover page	cover page	cover page	application	of the following:	attempt to
cover letter	cover letter	cover letter	reference letter	Resume,	include the
application	application	application	Other pieces are	Application, or	Resume,
resume	resume	resume	missing.	Reference letter	Application, or
alcohol and drug	letter of	letter of		is missing.	Reference
policy	recommendation	recommendation			letter.
employability	alcohol and drug	alcohol and drug			
Card (approved)	policy	policy			
Thank you Letter	employability	employability			
	Card (approved)	card (application			
	Thank you Letter	only)			
		Thank you Letter			
Additional Pieces (2)	Additional Pieces (1)	No additional Pieces	Portfolio Pieces:	Portfolio pieces:	Portfolio
post graduate	post graduate				Pieces:
plan	plan				
additional letters of	additional letters of		contain one or	contain one or	contain one
recommendation	recommendation		more grammar or	more grammar	or more
request for letter	request for letter		spelling errors	and spelling	grammar and
of recommendation	of recommendation		lack neatness	errors	spelling errors
activity form	activity form		and organization or	lack neatness	lack
certificates / awards	certificates / awards		are handwritten	and organization	neatness and
_sample(s) of work	_sample(s) of work			or	organization or
				are	are
				handwritten	handwritten
All basic portfolio	All basic portfolio				
pieces are/have:	pieces are/have:	All basic portfolio			
typed (except	typed (except	pieces are/have:			
application form)	application form)	typed (except			
neat	neat	application form)			
organized	organized	neat			
clear	_ clear	organized			
correct grammar	correct grammar	clear			
and spelling errors	and spelling errors	correct grammar			
		and spelling errors		1	<u> </u>

Portfolio	Score:	
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Note to Scorers:

Please check each item that is present in the portfolio. Students will be responsible to make revisions and resubmit portfolio with corrections.

Note to Teachers:

You will receive rubrics on NCR for each student.

Note to students:

You are to:

- 1. Make any and all corrections asked for by the scorer.
- 2. Print a new copy; insert so new copy is face to face with old. (It will be arranged like a book)
- 3. Include Original Scored Rubric when resubmitting with corrections.
- 4. Resubmit portfolio by deadline given by teacher.

Interview Scoring Rubric

6	5	4	3	2	1
Student answers:	Student answers:	Student answers:	Student answers:	Student	Student
are clearly	are clearly	are understandable	are understandable	answers:	answers:
understandable	understandable	directly address the	address the	require	require
directly address	directly address the	question	question	follow-up	follow-up
the question	question	are complete	are complete	questions to be	questions to
cites examples	are very complete	seem sincere	seem sincere	understood	be understood
are very	seem sincere			address the	do not
complete				question	address the
seem sincere				are	question
				incomplete	_ are
Student:	Student:	Student:	Student:	seem sincere	incomplete
appears	makes positive eye	makes positive eye	uses proper	G. I.	G. I.
confident	contact	contact	grammar	Student:	Student:
makes positive	uses proper	uses proper	enunciates clearly	enunciates	does not
eye contact	grammar	grammar		clearly	enunciate
uses proper	enunciates clearly	enunciates clearly			clearly
grammar enunciates					
clearly					
Clearly	Student:	Student:	Student:	Student:	Student:
Student:	is dressed	is dressed	is dressed	is not	Student.
is dressed	appropriately	appropriately	appropriately	dressed	is not
appropriately	displays good	appears clean and	appears clean and	appropriately	dressed
displays good	posture	Neat	neat	appears	appropriately
posture	appears clean and			clean and	
appears clean	Neat			neat	
And neat					
Both scores must be 4 or better to pass Interview 1 Score:					
		Interview 2 Score:			

Interview 1 Score:	
Interview 2 Score:	
Final Score (lower	of the two):

Note: Teachers will receive as NCR for each student