

Portfolio Scoring Rubric

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

Portfolio Score: _____

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: ___ are clearly understandable ___ directly address the question ___ cites examples ___ are very complete ___ seem sincere Student: ___ appears confident ___ makes positive eye contact ___ uses proper grammar ___ enunciates clearly Student: ___ is dressed appropriately ___ displays good posture ___ appears clean And neat	Student answers: ___ are clearly understandable ___ directly address the question ___ are very complete ___ seem sincere Student: ___ makes positive eye contact ___ uses proper grammar ___ enunciates clearly Student: ___ is dressed appropriately ___ displays good posture ___ appears clean and Neat	Student answers: ___ are understandable ___ directly address the question ___ are complete ___ seem sincere Student: ___ makes positive eye contact ___ uses proper grammar ___ enunciates clearly Student: ___ is dressed appropriately ___ appears clean and Neat	Student answers: ___ are understandable ___ address the question ___ are complete ___ seem sincere Student: ___ uses proper grammar ___ enunciates clearly Student: ___ is dressed appropriately ___ appears clean and neat	Student answers: ___ require follow-up questions to be understood ___ address the question ___ are incomplete ___ seem sincere Student: ___ enunciates clearly Student: ___ is not dressed appropriately ___ appears clean and neat	Student answers: ___ require follow-up questions to be understood ___ do not address the question ___ are incomplete Student: ___ does not enunciate clearly Student: ___ is not dressed appropriately

Both scores must be 4 or better to pass

Interview 1 Score: _____

Interview 2 Score: _____

Final Score (lower of the two): _____

Note: Teachers will receive as NCR for each student