

Resume, Revision, and Job-Search Evidence - Minor 2 Rubric

NAME _____ DATE _____ PERIOD _____

Four-Criterion Rubric

CRITERION	4 — MASTERS	3 — MEETS	2 — APPROACHES	1 — NEEDS IMPROVEMENT	0 — INSUFFICIENT EVIDENCE
Truthful, privacy-safe résumé	Standard headings; specific true evidence; consistent details; no sensitive data	Complete and accurate with a minor clarity gap	Several sections usable but one major evidence gap	Vague, inconsistent, or unsafe information needs repair	Blank, off-topic, or no usable résumé
Attention to detail and revision	Clear before/after evidence shows a meaningful accuracy or specificity repair	Visible useful revision with explanation	Minor revision or weak explanation	Claims revision without visible evidence	No revision evidence
Safe seven-step job search	Target, credible sources, screening, tracking, tailoring, authorized application route, and follow-up are complete and privacy safe	All seven steps are present with one minor clarity gap	One or two steps or safety checks need correction	Several steps are missing or depend on unsafe/unverified action	Blank, off-topic, or no usable plan
Tailored evidence and next action	A true résumé bullet is tailored to the fictional opportunity, supported by evidence, and paired with a safe specific next action	Tailored evidence and next action are mostly specific	Bullet or next action is general or partly supported	Generic trait/platform click with little evidence	Blank or off-topic

Total: ____ / 16

This is Minor 2 in the approved sixth-six-weeks assessment map. Merch Mode design is formative and does not add a scored criterion. Canvas records the grade out of 100: add the four ratings, divide by 16, multiply by 100, and round to the nearest whole point.

Submission Check

- ☐ private résumé PDF/document or completed résumé packet;
- ☐ audio-cue/resume revision record;
- ☐ seven-step fictional job-search plan and tracker;
- ☐ tailored truthful résumé bullet and authorized next action;
- ☐ no personal address, phone, personal email, identifiers, references, or unauthorized contact data;
- ☐ optional Xello copy is not required evidence.

Submission route: one combined Canvas upload / typed response under the exact rubric labels / one labeled paper bundle / authorized accommodation

Feedback and Revision

Teacher feedback:

My weakest criterion and why:

My visible revision:

One privacy, truthfulness, copyright, or source check I completed:

My next portfolio action:
