

Job Skills Portfolio Rubric

NAME _____

DATE _____

PERIOD _____

Six-Criterion Evidence Profile

CRITERION	4 - MASTERS	3 - MEETS	2 - APPROACHES	1 - NEEDS IMPROVEMENT	0 - INSUFFICIENT EVIDENCE
Search and posting screen d(6)(A)	Sequences the safe search; screens source/data; uses accurate match, gap, and next action	Accurate with one minor gap	Partial sequence or screen	Copies the posting with little decision evidence	Blank, copied, or off-topic
Cover letter d(7)(B)	Tailored, truthful, concise; two specific evidence links; complete structure; visible revision	Strong with one minor gap	General or partly tailored	Generic, inflated, or incomplete	Blank, copied, or off-topic
Application d(7)(C)	Complete or N/A; consistent; relevant; privacy-safe; audited	Complete with one minor gap	Several gaps or inconsistencies	Incomplete or invented information	Blank or off-topic
References d(7)(D)	Appropriate roles; firsthand evidence; permission-before-sharing protocol; respectful draft	Accurate with one minor gap	Partial selection or protocol	Weak rationale or real contact data	Blank or off-topic
Mock interview d(6)(B), d(6)(C)	Context-aware preparation; assessable interviewee and interviewer evidence; job-related follow-up; revision applied	Strong with one minor gap	One role or revision is partial	Minimal evidence or inappropriate/private question	No assessable participation
Thank-you correspondence d(7)(B)	Brief, specific, accurate, courteous; reinforces evidence; stays within authorized boundary	Complete with one minor gap	Generic or missing one job	Inaccurate, pressuring, or incomplete	Blank or off-topic

Raw total: ____ / 24

Evidence locations: Day 1 search screen · Day 2 final letter · Day 3 application/reference record · Day 5 interview/follow-up record. Students do not resubmit the same packet.

Convert the Raw Score to the Canvas Score

RAW	24	23	22	21	20	19	18	17	16	15	14	13
Canvas %	100	96	92	88	83	79	75	71	67	63	58	54

RAW	12	11	10	9	8	7	6	5	4	3	2	1	0
Canvas %	50	46	42	38	33	29	25	21	17	13	8	4	0

District bands: Masters 90-100 · Meets 80-89 · Approaches 70-79 · Needs Improvement 60-69 · below 60 follows campus policy.

Self-Score and Revision

Criterion scores: Search [] · Cover [] · Application [] · References [] · Interview [] · Thank-you []

Strongest evidence and where it appears:

Priority revision:

Day 5 collection: Recorded route uploads the written record/self-score + private media together. Live/conference/AAC submits the written record + teacher **Day 5 Interview Evidence Checkoff** (student, date, route, accessible opening/close, both roles/follow-up, revision, oral/AAC, written record, follow-up date). Text or media alone is incomplete.

Access boundary: Accent, eye contact, handshake, camera use, clothing cost/style, disability, public confidence, paid work history, and English mechanics are not scored unless meaning is unclear.