**Job Skills Portfolio- Specification Sheet**

The job skills portfolio is a collection of materials used to document and illustrate your job skills work. Materials included in this portfolio will be compiled into a manila folder provided to you from Mrs. Endorf. Be sure to keep folder and all materials within in excellent condition and contents should be free of errors. This portfolio will be given to your interviewer for review and then returned to you before interview for you to utilize during your interview.

**Items to be included in order in your portfolio:**

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| **Job Specification Sheet** | Must state name of employer & contact information, job title applying for, job description/duties, required hours, and wages typically offered for job  **The selected job must match current skills and relate to future career interests and goals!** |
| **Business Communication** (Job Search Tools)   * Job Application * Cover Letter * Resume * Reference Letters | Job Application- complete application on FCCLA website (link provided on class page); must be typed and printed; review corrected job application so you don’t make same errors  Cover letter & Resume- revise and reprint; must find contact information  Obtain 2 letters of recommendation- 1 school related and 1 community related- no friends or relatives  Use handout to distribute to references- ask nicely!  **All business communication should be error-free!** |
| **Interviewing Practice** | Include worksheet of common interview questions completed in class |
| **Skills & Abilities Summary & Documentation** | Include skills generator grid that was completed in class AND 3 examples that display that 3 different skills on skills generator grid- may be schoolwork, student organization projects, extracurricular activity work, etc. |
| **Career Plan & Goals Timeline & Summary** | Create a career plan timeline and describe career-related goals |
| **Career-Related & Educational Opportunities Summary** | Describe career-related and educational opportunities that enhance employability skills. Include a summary of school activities, extracurricular activities, student organizations, career research projects, job shadowing experiences, informational interviews, community service projects, volunteer work or products developed that relate the job skills, career exploration, or career planning. |

**Job Skills Portfolio Rubric**

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| Portfolio | | | | | | |
| Job Specification Sheet | 0  No job specification sheet provided | 1  Only2 of the 5 items were listed on Job Specification Sheet | 2  Only 3 of the 5 items were listed on the Job Specification Sheet | 3  4 of the 5 items were provided on the Job Specification Sheet | 4  All 5 items provided, but not thorough or organized | 5  All 5 items provided, thorough, organized |
| Business Communication | 0-3  None provided or 1 of the 5 items provided | 4-7  2 of the 5 items provided | 8-11  3 of the 5 items provided | 12-15  4 of the 5 items provided | 16-19  All 5 items provided, but some errors | 20  All 5 items provided, error-free, professional, well-organized, thorough, consistently written |
| Interviewing Practice | 0  Common Interview Questions are not included |  | 1  Common interview questions are included, but are illegible and not in complete sentences, brief answers |  | 2  Common interview questions are included and elaborate, in complete sentences, but hard to read | 3  Common interview questions are included, very detailed, legible, and in complete sentences |
| Skills & Abilities Summary & Examples | 0  No Summary or examples provided | 1  Summary provided but not examples | 2  Summary provided and 1 of the 3 examples provided | 3  Summary provided and 2 of the 3 examples provided | 4  Summary provided and all 3 examples provided, but summary not very detailed or poor examples | 5  Summary provided and all 3 examples provided, detailed summary and good examples |
| Career Plan & Goals Timeline & Summary | 0  No timeline or summary provided | 1  Timeline or summary provided | 2  Timeline and summary provided, contains several errors, not detailed, unorganized | 3  Timeline and summary provided, some errors or not detailed, organized | 4  Timeline and summary provided, no errors, thorough, not organized | 5  Timeline and summary provided, organized, thorough, error-free |
| Career-Related & Educational Opportunities Summary | 0  Not provided | 1  Brief summary provided, several errors | 2  Brief summary, some errors | 3  Summary provided, no errors, not detailed | 4  Summary provided, thorough, few errors | 5  Detailed summary provided, error-free |
| Portfolio Appearance | 0  Portfolio is illegible, unorganized, in poor condition | 1  Portfolio is somewhat neat and legible, unorganized, contains several errors | 2  Portfolio is neat contains some grammatical or spelling errors, somewhat organized | 3  Portfolio is neat, legible, error-free, somewhat organized | 4  Portfolio is neat, legible, and professional, with correct grammar and spelling | 5  Neat and professional, correct grammar and spelling used, effective organization |

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| Interview | | | | | | |
| Knowledge of Selected Job | 0  Little evidence of job knowledge | 1-2  Minimal evidence of job knowledge | 3-4  Some evidence of job knowledge | 5-6  Knowledge of job is evident but not in interview | 7-8  Knowledge of job is evident and shared at times in the interview | 9-10  Knowledge of job is evident and incorporated throughout the interview |
| Communication Skills | 0  Participant does not take part in the interview | 1-2  Interview is brief because participant lacks the ability to carry on a conversation or answer questions with detail | 3-4  Participant answers most questions well, but displays some signs of self-consciousness or nervousness in his/her nonverbal communication | 5-6  Participant answers questions and relates to the evaluators well | 7-8  Participant shows confidence and personality during interview. Answers questions well. | 9-10  Participant is confident, poised, personable, relates well to the evaluators, and answers questions clearly and effectively |
| Responses to Interviewer’s Questions | 0-1  Did not answer evaluator’s questions | 2-3  Unable to answer some questions | 4-5  Responded to all questions, but without ease or accuracy | 5-6  Responded adequately to all questions | 7-8  Gave appropriate responses to evaluators’ questions | 9-10  Responses to questions were appropriate and given without hesitation |
| Use of Portfolio During Interview | 0  Portfolio is not used during presentation | 1  Portfolio used to limit amount of speaking time | 2  Portfolio used minimally during presentation | 3  Portfolio incorporated throughout presentation | 4  Portfolio used effectively throughout presentation | 5  Presentation moves seamlessly between oral presentation and portfolio |
| Voice- pitch, tempo, volume | 0  No voice qualities are used effectively |  | 1  Voice quality is adequate |  | 2  Voice quality is good, but could improve | 3  Voice quality is outstanding and pleasing to listen to |
| Body Language | 0  Body language shows nervousness |  | 1  Body language shows minimal amount of nervousness |  | 2  Body language is good | 3  Body language enhances the presentation |
| Grammar/Word usage/Pronunciation | 0  Extensive (more than 5) grammatical and pronunciation errors |  | 1  Some (3-5) grammatical and pronunciation errors |  | 2  Few (1-2) grammatical and pronunciation errors | 3  Presentation has no grammatical or pronunciation errors |
| Professional Appearance | 0-1  Non-professional appearance, attire and/or grooming |  |  | 2  Neat appearance, attire, and grooming but lacks polish |  | 3  Professional appearance, attire, and grooming |
| Introduction/Closing | 0  No introduction or handshake given | 1  Interviewee gives poor handshake in the beginning but provides no introduction or thanks for interview | 2  Interviewee gives poor handshake in the beginning and end but provides no introduction or thanks for interview | 3  Interviewee provides introduction and thanks interviewer but provides a poor handshake | 4  Interviewee provides introduction and gives firm handshake while making eye contact at the beginning but not at the end | 5  Interviewee gives introduction, thanks interviewer at the end, and gives firm handshake while making eye contact at beginning and end |

Interviewer’s Comments: Total Score: /100