**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 errorsCover letter & Resume- revise and reprint; must find contact informationObtain 2 letters of recommendation- 1 school related and 1 community related- no friends or relativesUse 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 | 0No job specification sheet provided | 1Only2 of the 5 items were listed on Job Specification Sheet | 2Only 3 of the 5 items were listed on the Job Specification Sheet | 34 of the 5 items were provided on the Job Specification Sheet | 4All 5 items provided, but not thorough or organized | 5All 5 items provided, thorough, organized |
| Business Communication | 0-3None provided or 1 of the 5 items provided | 4-72 of the 5 items provided | 8-113 of the 5 items provided | 12-154 of the 5 items provided | 16-19All 5 items provided, but some errors | 20All 5 items provided, error-free, professional, well-organized, thorough, consistently written |
| Interviewing Practice | 0Common Interview Questions are not included |  | 1Common interview questions are included, but are illegible and not in complete sentences, brief answers |  | 2Common interview questions are included and elaborate, in complete sentences, but hard to read | 3Common interview questions are included, very detailed, legible, and in complete sentences |
| Skills & Abilities Summary & Examples | 0No Summary or examples provided | 1Summary provided but not examples | 2Summary provided and 1 of the 3 examples provided | 3Summary provided and 2 of the 3 examples provided | 4Summary provided and all 3 examples provided, but summary not very detailed or poor examples | 5Summary provided and all 3 examples provided, detailed summary and good examples |
| Career Plan & Goals Timeline & Summary | 0No timeline or summary provided | 1Timeline or summary provided | 2Timeline and summary provided, contains several errors, not detailed, unorganized | 3Timeline and summary provided, some errors or not detailed, organized | 4Timeline and summary provided, no errors, thorough, not organized | 5Timeline and summary provided, organized, thorough, error-free |
| Career-Related & Educational Opportunities Summary | 0Not provided | 1Brief summary provided, several errors | 2Brief summary, some errors | 3Summary provided, no errors, not detailed | 4Summary provided, thorough, few errors | 5Detailed summary provided, error-free |
| Portfolio Appearance | 0Portfolio is illegible, unorganized, in poor condition | 1Portfolio is somewhat neat and legible, unorganized, contains several errors | 2Portfolio is neat contains some grammatical or spelling errors, somewhat organized | 3Portfolio is neat, legible, error-free, somewhat organized | 4Portfolio is neat, legible, and professional, with correct grammar and spelling | 5Neat and professional, correct grammar and spelling used, effective organization |

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