Economic Skills

Unit 1 - Becoming Financially Self-Sufficient

Summative Assessment Guidelines – Job Search Portfolio

**Task**

Now that you have learned how to prepare yourself for the work world, you will put all those skills to the test and create a job search portfolio that you can use right now!

**Content**

Your job search portfolio must include the following:

• an advertisement for a job that is currently available for which you feel qualified to apply

 *this can be a classified ad cut from a newspaper or one copied and pasted from a website*

• a written description of this job, including the:

 skills, education, and training needed for this job

 skills, education, and training you already have

 location, schedule, and pay rate of this job (if listed in the advertisement)

 opportunities for advancement in this job (if not listed, describe what they might be)

• an application, cover letter, and resume that you could use to apply for this job

• a list of no fewer than THREE personal and/or professional references

• written responses to the most commonly asked interview questions

 *whenever possible, tailor your answers to this job*

**Format**

Your job search portfolio will be done in Google Docs using templates provided on our class’s homework webpage (online).

**Procedure**

1. Complete the “Finding A Job to Apply For” (Google Docs document) to locate a job listing and then describe the job; this is the job you will use to create the rest of your portfolio.

2. Complete an application, cover letter, resume, and a list of no fewer than three references for this specific job (templates available in Google Docs).

3. Write responses to the “Most Commonly Asked Interview Questions” (Google Doc).

4. Ask someone to proofread your application, cover letter, resume, and interview questions; they should make comments in your Google Docs documents (show them how to do this if necessary).

5. Make any appropriate corrections suggested by your proofreader and be sure that you have shared all the documents with me.

**Assessment**

In addition to creating this job portfolio, you will be taking an objective question assessment on the due date for the project; be sure to study the most important information from this unit.

**Schedule**

**Tuesday, October 10th: work in class on project**

**Thursday, October 12th: work in class on project**

**Monday, October 16th: project due**

**20 question multiple choice exam take in class**

*If at any time you have questions about what you’re supposed to be doing, please be sure to ask me, whether that means finding me at school, emailing, or calling or texting (653-7828)!*

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Summative Assessment Rubric

***Possible Earned***

***Elements Points Points***

accurately and thoroughly completed:

“Finding A Job to Apply For” document \_\_ 15\_\_\_ \_\_\_\_\_\_\_

job application \_\_ 10\_\_\_ \_\_\_\_\_\_\_

cover letter \_\_ 15\_\_\_ \_\_\_\_\_\_\_

resume \_\_ 15\_\_\_ \_\_\_\_\_\_\_

interview questions \_\_ 15\_\_\_ \_\_\_\_\_\_\_

at least three references listed with contact information \_\_ 10\_\_\_ \_\_\_\_\_\_\_

correct spelling, grammar, sentence structure, and word choice \_\_ 10\_\_\_ \_\_\_\_\_\_\_

proofreading of all elements evident within the document \_\_ 5\_\_\_ \_\_\_\_\_\_

corrections made by proofreader evident in final copy \_\_ 5\_\_\_ \_\_\_\_\_\_\_

Total Points Earned on Project: \_\_\_\_\_\_\_

 x .80 = \_\_\_\_\_\_\_

 +

Multiple Choice Quiz Grade: \_\_\_\_\_\_ x .20 = \_\_\_\_\_\_\_

**Overall Assessment Grade: \_\_\_\_\_\_\_**

***Suggestions for studying for your objective assessment:***

1. Find a quiet place without distractions for you to study.

2. Review the handouts and notes you completed during this unit.

3. Go through the list of information on this study guide, writing out an identification of each item.

4. Quiz yourself or have someone else quiz you on the items at least once the night before the exam.

You should be able to identify/describe/explain the following:

how to conduct a job search

applying for the job

successfully completing a job application

purpose of a resume

resume format

what to include in a resume

focus of a resume

resume sections

purpose of a cover letter

cover letter format

what to include in a cover letter

focus of a cover letter

cover letter sections

purpose of an interview

how to prepare for an interview

appropriate interview attire and hygiene

meeting the office staff, interviewer

body language during the interview

standard interview questions – and how to answer them

questions to ask the interviewer

follow-up procedures