Student Name: _____ Teacher Name: _____ Position Applied For: _____

ROP "Portfolio Day" Presentation/Interview Rubric

Competency Demonstrated	Excellent	Good	Satisfactory	Needs Improvement	Scores and Comments
Personal Appearance, Grooming	Exceptional grooming and appearance.	Exceeds grooming and appearance expectations.	Average appearance and grooming skills.	Need for improvement.	
Ranking Points	**15-14**	**13-12**	**11-10**	**9-0**	
Personality, Attitude, Sincerity, Enthusiasm and Presence	Exceptional for the job. Outstanding personality and attitude. Excellent posture, body language and eye contact.	Sufficient personality for employment. Good rapport and attitude. Good eye contact, body language and posture.	Within satisfactory range for employment. Average attitude. Adequate eye contact.	Some deficiencies. Inadequate posture and minimal eye contact.	
Ranking Points	**20-18**	**17-16**	**15-14**	**13-0**	
Response to Questions	Answers questions directly and fully. Uses answers to best highlight strengths, skills, and experience.	Answers all questions directly and fully. Most answers highlight strengths, skills and experience.	Answers all questions, some answers are incomplete. Some answers highlight strengths, skills and experience.	Answers do not address questions asked. Strengths and skills not evident from answers.	
Ranking Points	**15-14**	**13-12**	**11-10**	**9-0**	
Communication Skills - Verbal	Exceptional ability to communicate. Demonstrated excellent greeting and closure skills. Articulation above average.	Communication skills more than sufficient for the job. Above average greeting and closure skills. Average articulation.	Sufficient and adequate communication skills for the job. Average greeting and closure skills.	Some difficulties communicating. Greeting and closure skills detracted from overall presence.	
Ranking Points	**15-14**	**13-12**	**11-10**	**9-0**	
Experience and Skills	Totally experienced in subject area. Has strong skills in related areas. Exceeds desirable qualifications. Uses portfolio in interview to illustrate experience and skills.	More than adequate skills and abilities. Meets desirable qualifications. Uses portfolio in interview.	Adequate for job. Meets minimum qualifications. Portfolio used.	Lacks skills needed for job. Does not use portfolio in interview.	
Ranking Points	**15-14**	**13-12**	**11-10**	**9-0**	
Portfolio Content	Portfolio has all required pieces plus additional pieces.	Portfolio is not missing any required pieces.	Portfolio is missing 1 required piece.	Portfolio is missing 2 or more required pieces or student does not have a portfolio.	
Ranking Points	**20-18**	**17-16**	**15-14**	**13-0**	

PLEASE WRITE COMMENTS ON BACK

Total Score

Portfolio Day Check-Off Sheet

INTERVIEWERS: The following pieces **ARE NOT** in the student's portfolio. (Please refer to the rubric for proper scoring)

I verify that the information is correct.

_____
Teacher's initials

- ☐ **Table of Contents**
- ☐ **Cover Letter**
- ☐ **Resume**
- ☐ **Job Application**
- ☐ **Letter of Recommendation**
- ☐ **Work Sample –** If no community site, then a class work sample is acceptable
- ☐ **Standards for Career Ready Practice**
  Student Employability Skills Self-Evaluation
- ☐ **Training Plan—**Community Classroom only
- ☐ **Career Action Plan**

Additional pieces are include in Portfolio: YES ☐ NO ☐

Please write your comments:

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