

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Period: \_\_\_\_\_

***Child Care Today***  
**Unit 1: Exploring Career Opportunities**  
**Child Care Portfolio Project: Job Search Skills**

**Evaluation Rubric**

**Directions** Use the Self-Evaluation Guidelines below to assess the content of your Child Care Portfolio Project. Rate your performance and give yourself a score for each criterion. Then give your answers and this completed Evaluation Rubric to your teacher to evaluate.

**Self-Evaluation Guidelines**

<b>Exemplary (10–8 points)</b>	<b>Satisfactory (7–4 points)</b>	<b>Poor (3–0 points)</b>
<ul style="list-style-type: none"> <li>• Includes all of the required content elements</li> <li>• Very well organized</li> <li>• All details provided</li> <li>• No grammatical errors</li> <li>• Creatively designed and executed</li> </ul>	<ul style="list-style-type: none"> <li>• Includes some of the required content elements</li> <li>• Well organized</li> <li>• Many general details provided</li> <li>• Few grammatical errors</li> <li>• Neatly keyed or handwritten</li> </ul>	<ul style="list-style-type: none"> <li>• Includes few or none of the required content elements</li> <li>• Disorganized</li> <li>• Few or no details provided</li> <li>• Many grammatical errors</li> <li>• Typos or illegible handwriting</li> </ul>

<b>Criteria</b>	<b>Exemplary (10–8 points)</b>	<b>Satisfactory (7–4 points)</b>	<b>Poor (3–0 points)</b>	<b>Student Score</b>	<b>Teacher Score</b>
<b>Content</b>					
Research child care job opportunities and summarize your findings.					
Obtain and complete a child care center job application.					
Write a professional cover letter.					
Create a job portfolio, including cover letter, application, résumé, reference list, and mission statement.					
Participate in a mock job interview with a partner.					
<b>Mechanics</b>					
Evaluate the extent of your research on available jobs.					
Evaluate how well you completed the job application and portfolio.					
Check for accuracy of spelling and grammar.					
Evaluate your interviewing skills.					
<b>Total</b>					