

Employability Skills California Foundation and Pathway Standards

Students will complete a job application correctly, legibly and error-free using standard abbreviations and language conventions.

Characteristics of student work

This skill category evaluates the students' ability to produce legible work that shows accurate spelling and correct use of the conventions of punctuation and capitalization. Know important strategies for self promotion in the hiring process, such as job applications, resume writing, interviewing skills, and preparation of a portfolio.

Guidelines

- Create cover letter.
- Complete job application.
- Create resume.

Skill Cues

- Identify sources of job information, including electronic sources.
- Prepare a resume, cover letter, and job application forms.
- Demonstrate interviewing techniques using appropriate tone and body language.
- Demonstrate appropriate dress and grooming standards in seeking employment and for the workplace.
- Review company policies and current trends in employee compatibility screening, drug screening, and background checks.
- Identify strategies for employment retention.
- Identify appropriate procedures for leaving a job.

Assessment Project

- Cover letter
- Job application
- Resume
- Practice Interview

Rubric

- | | |
|----------|--|
| 4 | The response shows evidence of the ability to complete project; the response is complete and shows proficiency in the skill. |
| 3 | The response shows evidence of the ability to complete project; the response is mostly complete but may not be fully proficient. |
| 2 | The response shows some evidence of the ability to complete project; the response may have inaccuracies or be incomplete. |
| 1 | The response shows little or no evidence of the ability to complete project. |

**SCORING RUBRIC for
Resume / Cover Letter / Application**

General Format and Appearance (15 points): Does the author's name and course title appear on the paper (on a cover page or in the upper right corner)? Is the title clearly stated? Is the paper professional in its appearance (i.e., double-spaced, indented paragraphs or if left-justified an extra space between paragraphs, clean paper, etc.)?

Points: _____

Comments or suggestions:

I. Introduction (10 points): Does the introduction provide a brief background and overview of the candidate?

* used for cover letter, otherwise points dispersed evenly between format & content.

Points: _____

Comments or suggestions:

II. Content (25 points): Is the application / resume complete, all parts filled out??

Points: _____

Comments or suggestions:

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Total Points: _____ / 50 points X 3

Overall Comments and Suggestions for Improvement:

**SCORING RUBRIC FOR
Interview**

General Appearance (10 points): Does the interviewee appear to be dressed and ready for the interview?

Points: _____

I. Question 1 (10 points): Tell us about yourself

Points: _____

Comments or suggestions:

II. Question 2 (10 points): Why do you feel you are the best qualified person for the job?

Points: _____

Comments or suggestions:

III. Question 3 (10 points): What can you bring to this organization?

Points: _____

Comments or suggestions:

IV. Question 4 (10 points): What are your career goals and how does working for this company help to accomplish them?

Points: _____

Comments or suggestions:



Total Points: _____ / 50 points

Overall Comments and Suggestions for Improvement: