



Job Seeking Skills: Individual Assessment

(Adapted from web based *Rubistar*)

Competency: Develops and completes a resume.

Overall Achievement: Category

Date:

Last Name:	First Name:
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Category	Exemplary	Accomplished	Developing	Beginning	Staff Date:	Youth Date:	Staff Date:	Youth Date:
Name and Address	Name, address, phone number are included, complete and accurate. Completed without supervision.	Name, address, and phone number were included with less than two errors.	Name and address were included but there were more than two errors.	Name, address, and phone number are incomplete or inaccurate.	Category	Category	Category	Category
Required Resume Elements	All resume requirements (e.g. contact information, work history, education, notation of special skills, interests and awards) are present with detailed, accurate information. Completed without supervision.	One requirement of resume was not met. All others are detailed and accurate.	Two or more requirements were not met. Most information is accurate.	Requirements are incomplete or inaccurate.	Category	Category	Category	Category

Format/ Attractiveness	Resume is easy to read. Resume is exceptionally attractive in terms of design, layout and neatness. All tabs are set and lined up perfectly. White space is used to guide the eye and separate information. Completed without supervision.	Resume is easy to read. Resume is attractive in terms of design, layout and neatness. Most of the alignment is in order. White space separates all major information.	Resume is somewhat difficult to read. White space is unevenly distributed.	Resume is difficult to read. The resume is cluttered and has too much text. White space is not used to separate information.	Category	Category	Category	Category
Mechanics	There are no errors in spelling, punctuation or grammar. Completed without supervision.	There are no errors in spelling and punctuation, but a few errors in grammatical phrasing not detracting from the resume.	More than two errors in spelling, punctuation and grammar and it takes away from the resume.	Errors in spelling and grammar make the resume difficult to read and/or understand.	Category	Category	Category	Category

Staff Notes:	
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Youth Notes:	
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Job Seeking Skills: Individual Assessment

Develops and completes a cover letter.

Overall Achievement: Category

Date:

Last Name:	First Name:
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Category	Exemplary	Accomplished	Developing	Beginning	Staff Date:	Youth Date:	Staff Date:	Youth Date:
Format	Complies with all the requirements (e.g., formal business letter format) for a cover letter.	Complies with 95% of the requirements for a cover letter.	Complies with 85% of the requirements for a cover letter.	Complies with less than 75% of the requirements for a cover letter.	Category	Category	Category	Category
Ideas	Ideas were expressed in a clear and organized fashion. It was easy to figure out what the letter was about.	Ideas were expressed in a pretty clear manner, but the organization could have been better.	Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about.	The letter seemed to be a collection of unrelated sentences. It was difficult to figure out what the letter was saying.	Category	Category	Category	Category
Grammar and Spelling	There are no errors in grammar and spelling.	There are 1-2 errors in grammar and/or spelling.	There are 3-4 errors in grammar and spelling.	There are more than 4 errors in grammar and/or spelling.	Category	Category	Category	Category
Sentence and Paragraphs	Sentences and paragraphs are complete, well constructed, organized around a theme, and of varied structure.	All sentences are complete and well constructed (no fragments, non run on sentences). Paragraphs are generally well done, and organized around a theme.	Most sentences are complete and well constructed. Paragraphs are not organized around a theme with some run on sentences.	Many sentence fragments or run on sentences and paragraphs are not organized around a theme.	Category	Category	Category	Category

Content Accuracy	The letter contains at least 6 points related to the job description.	The letter contains 4-5 points related to the job description.	The letter contains 2-3 points related to the job description.	The letter contains less than 2 points related to the job description.	Category	Category	Category	Category
Neatness	Letter is typed, clean, not wrinkled, and is easy to read with no errors. Letter reflects pride in one's work.	Letter is neatly hand-written, clean, not wrinkled, and is easy to read with no errors. It reflects care of the writer.	Letter is typed and is crumpled or slightly stained. It may have 1-2 errors. It was done with some care.	Letter is typed and looks crumpled and stained. It has several errors. It looks like it was completed in a hurry.	Category	Category	Category	Category

Staff Notes:	
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Youth Notes:	
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Job Seeking Skills: Individual Assessment

Completes a job application.

Overall Achievement: Category

Date:

Last Name:	First Name:
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Category	Exemplary	Accomplished	Developing	Beginning	Staff Date:	Youth Date:	Staff Date:	Youth Date:
Neatness	Application is legible and neat. It is written in ink.	Written in ink, but is sloppy and has cross outs.	Not written in ink, neat but has eraser marks.	Application is not neat and is not filled out in ink.	Category	Category	Category	Category
Spelling and Grammar	No mistakes in spelling and grammar.	Two mistakes in spelling and grammar.	Three mistakes in spelling and grammar.	More than four mistakes in spelling and grammar.	Category	Category	Category	Category
Complete Information	All information is complete and gaps in employment history are explained.	75% of the information is complete and gaps in employment history are not explained.	More than half of the information is left blank and gaps in employment history are not explained.	50% of the information is incomplete and there are gaps in employment history.	Category	Category	Category	Category

Staff Notes:	
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Youth Notes:	
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Job Seeking Skills: Individual Assessment

Demonstrates mastery of interview skills.

Overall Achievement: Category

Date:

Last Name:	First Name:
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Category	Exemplary	Accomplished	Developing	Beginning	Staff Date:	Youth Date:	Staff Date:	Youth Date:
Appearance	Clothes are appropriate for an interview; clean, neat.	Clothes are somewhat appropriate for the interview; clean, neat	Clothes were too casual for an interview, but clean and neat.	Did not choose clothes that are appropriate for an interview; sloppy, jeans, t-shirt.	Category	Category	Category	Category
Question Preparation	Before the interview, the young person had prepared several in-depth and factual questions to ask.	Before the interview, the young person prepared 2 in-depth questions and several factual questions to ask.	Before they interview, the prepared several factual question to ask.	The young person did not prepare any questions before the interview.	Category	Category	Category	Category
Politeness	Never hurried the interviewer. Young person shook the interviewer's hand and made appropriate greetings.	Rarely hurried the interviewer. Young person shook the interviewer's hand and made appropriate greetings.	Rarely hurried the interviewer. Thanked them but did not shake hands.	Several times, the young person hurried the interviewer. Did not shake hands or thank the interviewer.	Category	Category	Category	Category
Eye Contact	Maintained effective eye contact 100% of the time.	Maintained effective eye contact 80 – 90% of the time.	Maintain effective eye contact 50% of the time.	Never maintained eye contact during the interview.	Category	Category	Category	Category
Poise	Confident, Good Posture, did not seem nervous	Displayed one of the following: Lack of confidence; poor posture, or nervousness	Displayed two of the following: Lack of confidence; poor posture, or nervousness	Signs of extraordinary nervousness, lack of confidence or poor posture.	Category	Category	Category	Category

Punctuality	Arrived 10 – 15 minutes prior to the appointment	Arrived 5 minutes prior to the appointment.	Arrived at the exact time of appointment.	Late for appointment or no show.	Category	Category	Category	Category
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Staff Notes:	
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Youth Notes:	
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Job Seeking Skills: Individual Assessment

Competency: Conduct a job search.

Overall Achievement: Category

Date:

Last Name: _____	First Name: _____
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Category	Exemplary	Accomplished	Developing	Beginning	Staff Date:	Youth Date:	Staff Date:	Youth Date:
Use internet and newspaper ads to locate employment	Can use both internet and newspaper ads to locate a job that is appropriate to current skill level and career area of interest. Can use many available resources (e.g., support network, public and private job placement services)	Can use both internet and newspaper ads to locate a job that is appropriate to current skill level and career area of interest. Uses some available resources (e.g., support network, public and private job placement services)	Can use internet newspaper ads to locate job that is appropriate to current skill level and career of interest. Does not know how to use other resources (e.g., support network, public and private job placement services)	Cannot identify job that is appropriate to current skill level and career area of interest using either internet or newspaper ads. Does not know about other available resources (e.g., support network, public and private job placement services)	Category	Category	Category	Category
Cover Letter (also see cover letter rubric for more detailed description)	Business letter format used. Letter addresses company and the job applied for. States clearly one quality that will make you an asset to the company. No error in grammar or spelling.	Business letter format used. Letter addresses company and states that you are interested in the job. Two errors in grammar or spelling.	Business letter format used. Letter does not address specific job. More than two errors in spelling or grammar.	Business letter format not used. Letter does not address specific job. Four errors in spelling or grammar.	Category	Category	Category	Category

Make Cold Calls	Demonstrates proper rate, volume and clarity of speech. Able to be understood without need for repetition. Vocal inflection appropriate to conversation. Able to construct message about job search and respond to multiple questions.	Demonstrates proper rate, volume and clarity of speech. Able to be understood without need for repetition but lacking in inflection. Needs prompting to construct message about job search and respond to multiple questions.	Inconsistently demonstrates proper rate, volume and clarity. Able to be understood but requires two or more repetitions. Needs prompting to construct message about job search and respond to multiple questions.	Not able to be understood. Cannot leave or state phone message about job inquiry. Not able to respond to multiple phone questions while on call.	Category	Category	Category	Category
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Staff Notes:	
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Youth Notes:	
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Job Seeking Skills: Individual Assessment

Competency: Develop a follow up communication strategy.

Overall Achievement: Category

Date:

Last Name:	First Name:
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Category	Exemplary	Accomplished	Developing	Beginning	Staff Date:	Youth Date:	Staff Date:	Youth Date:
Thank You Letter (written or electronic)	Use of business format. No errors in grammar or spelling. Addressed to person that conducted the interview. One specific item that was discussed at the interview is mentioned.	Use of business format. Two errors in grammar or spelling. Addressed to person that conducted the interview. One specific item that was discussed at the interview is mentioned.	Formatting has some inconsistencies; not addressed to person who conducted the interview. More than two errors in grammar or spelling. Letter did not address one specific item that was discussed at the interview.	Business formatting not used. Not addressed to a specific person. Spelling and grammar had more than four errors.	Category	Category	Category	Category

Staff Notes:	
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Youth Notes:	
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