

Name: _____ Period: _____

PROSTART YEAR ONE 1ST SEMESTER PROJECT

(JOB INTERVIEW STAR EVENT)

Working individually, you will create a portfolio, participate in an interview and communicate an understanding of job requirements in the culinary field. This assignment will be completed during the 1st semester of the 1st year of ProStart. You will be collecting your best work to include in this assessment.

This portfolio will be assessed on the following areas:

1. Application
2. Job Specification Sheet
3. Business Communication
4. Career Related Education
5. Educational Enhancement Opportunities
6. Examples of Special Skills
7. Portfolio Appearance

The interview will be assessed on the following areas:

1. Knowledge of job
2. Communication Skills
3. Use of Portfolio during Presentation
4. Professional Appearance
5. Voice
6. Body Language
7. Grammar
8. Responses to Questions

You will be rated from 0-5, with 5 being a high score. Any score of 0 will require a revision prior to portfolio entry. Please enter your best work in the portfolio.

You will have 16 weeks to complete this portfolio and interview. However, specific parts of the portfolio will be completed and due throughout the semester with the final portfolio due all together on December 18th. You will have approximately 3 days in the computer lab to complete the word processing that needs to be done for your portfolio. You can use the library, internet, teachers, counselors, employers and others to help you complete this portfolio.

Interviews will take place on _____.

In the Portfolio, please include the following:

1. Job Application

- a. Complete a job application in your best handwriting. Insert into your portfolio.

2. Job Specification Sheet

- a. On an 8 ½ X 11” sheet of white paper, type up the following information: Name of employer, job title, short job description, required hours, and wages typically offered for this job.

3. Business Communication

- a. On an 8 ½ X 11” sheet of white paper, type up a cover letter and resume, and get two letters of recommendation, one from a school official, and one from the community.

4. Career Related Education

- a. Include a summary of school activities or career research projects on an 8 ½ X 11” sheet of white paper.
- b. Describe the application of Family and Consumer Sciences and/or related occupations skills and their relationship to the job
- c. Provide an example of ability to communicate in written form on an 8 ½ X 11” sheet of white paper.

5. Educational Enhancement Opportunities

- a. Include career development planning on an 8 ½ X 11” sheet of white paper.
- b. Include summaries of job shadowing, internships, apprenticeships, or informational interviews
- c. Include community service projects and or products developed during these experiences

6. Examples of Special Skills

- a. Include up to 5 examples of special skills, talents and/or abilities related to job and career goals on an 8 ½ X 11” sheet of white paper

7. Appearance

For the Interview, please see the grading rubric!

Name of Applicant: _____ Period: _____

PROSTART YEAR ONE 1ST SEMESTER PROJECT RUBRIC

Evaluator (check one): Self-evaluation Peer-evaluation Teacher-evaluation

Circle the point value given for each section, then write in the points for that section under points earned.

Portfolio Content						
1. Application	4-5	3	2	1	0	Points Earned
	Attractive layout, complete, neat, legible, professional, correct grammar and spelling.	Complete, neat, legible, professional, correct grammar and spelling.	Complete, neat but could be more professional.	Complete and legible.	Application was not completed	
2. Job Specification Sheet	4-5	3	2	1	0	Points Earned
	All five items provided and thorough	Only 4 of the five items provided	Only 3 of the five items provided	Only 2 of the five items provided	Job Specification sheet not provided	
3. Business communication	1-10 Score one point for each of these components:				0	Points Earned
	<input type="checkbox"/> Document consistently written <input type="checkbox"/> Correct grammar <input type="checkbox"/> Organize <input type="checkbox"/> Legible <input type="checkbox"/> White or crème paper; 24 weight		<input type="checkbox"/> Professional <input type="checkbox"/> Neat <input type="checkbox"/> Consistent font <input type="checkbox"/> Correct spelling <input type="checkbox"/> Appropriate business format		None Apply	
4. Career Related Education	4-5	3	2	1	0	Points Earned
	All four items provided, thorough and professional	Three of four items provided	Only two of four items provided	Only one of the required items provided	Not included	
5. Educational Enhancement Opportunities	4-5	3	2	1	0	Points Earned
	All three items provided, thorough and professional	All three items provided but they lack information	Two of the three items provided completely	One item provided	Not included	
6. Examples of Special Skill	4-5	3	2	1	0	Points Earned
	All three items provided and relate well to job/career goals	All three items provided but they lack information	Two of the three items provided completely	Only one of the items provided	Not provided	
Portfolio Appearance	4-5	3	2	1	0	Points Earned
	Neat and professional, correct grammar and spelling used; effective organization	Portfolio is neat, legible, and professional, with correct grammar and spelling	Portfolio is neat, but contains grammatical or spelling errors and is organized poorly	Portfolio is illegible and unorganized	Not completed	

Interview						
Knowledge of Job	4	3	2	1	0	Points Earned
	Knowledge of job is evident and incorporated throughout the interview	Knowledge of job is evident but not in interview	Some evidence of job knowledge	Minimal evidence of job knowledge	Little evidence of job knowledge	
Communication Skills	4	3	2	1	0	Points Earned
	Participant is confident, poised, personable, relates well to the evaluators, and answers questions clearly and effectively	Participant shows confidence and personality during interview. Answers questions well	Participant answers most questions well, but displays signs of self-consciousness or nervousness in his/her communication	Interview is brief because participant lacks the ability to carry on a conversation or answer questions with detail	Participant does not take part in interview	
Use of Portfolio During Presentation	4	3	2	1	0	Points Earned
	Presentation moves seamlessly between oral presentation, and portfolio	Portfolio incorporated throughout presentation	Portfolio used minimally during presentation	Portfolio used to limit amount of speaking time	Portfolio is not used during presentation	
Professional Appearance	4	3-2		1-0		Points Earned
	Professional appearance, attire and grooming	Neat appearance, attire and grooming, but lacks polish		Non-professional appearance, attire and/or grooming		
Voice	4	3-2		1-0		Points Earned
	Voice quality is outstanding and pleasing to listen to	Voice is good, but could improve		No voice qualities are used effectively		
Body Language	4	3-2		1-0		Points Earned
	Body language and clothing choice both enhance the presentation	Body language shows minimal amount of nervousness/clothing is appropriate		Body language shows nervousness and unease, inappropriate clothing		
Grammar, Word Usage, Pronunciation	4	3-2		1-0		Points Earned
	Presentation has no grammatical or pronunciation errors	Some (3-5) grammatical and pronunciation errors		Extensive (5 or more) grammatical and pronunciation errors		
Responses to Evaluators' Questions	4	3	2	1	0	Points Earned
	Responses to questions were appropriate and given without hesitation	Responded adequately to all questions	Responded to all questions, but without ease or accuracy	Unable to answer some questions	Did not answer evaluators' questions	

Evaluators comments: