

# CAREER EXPLORATION MANUAL & INTERVIEW RUBRIC

Contestant Name: \_\_\_\_\_ School: \_\_\_\_\_

EVALUATION CRITERIA	Not Demonstrated	Emerging	Proficient	Mastery	Exceeds	Points Earned
<b>Georgia CTI Competitive Event Portfolio</b>						
1. Title page with Competitive Event Name & Project Title & Level/ Student Name/School Name (items 2-7 below should follow in order)	0	1	2			
2. Cover Letter (1 page)	0		3			
3. Resume (1-2 pages)	0	4	6			
4. Reference Page (3-5 required) ( <i>non-family, Employer, CTAE Pathway Teacher or Another Course Teacher, Clergy Member-Not CTI Coordinator</i> )	0		3			
5. Potential Employers & Job Titles for Career Interest area (1 page)	0	2	4			
6. Typed Information, correct spelling, grammar (Calibri 12 pt font)	0	3	6			
7. Letter of Recommendation ( <i>Employer, CTAE Pathway Teacher or Another Course Teacher, Clergy Member-Not CTI Coordinator</i> )	0		4			
<b>Mock Interview</b>						
1. Knowledge & accuracy of your career project	0	3	6	9	12	
2. Career Goals	0	4	8			
3. Poise and Demeanor	0	2	4	6	8	
4. Eye Contact (discretion for visually impaired)	0	2	4			
5. Handshake	0	1	2			
6. Career Specific Attire OR CTI Competitive Dress Code (See Appendix A: Dress Code)	0	3	6			
7. Personal Grooming	0		4			
<b>Career Manual:</b>						
1. Comprehensive Job Manual	0		2		4	
2. Employment Trends	0	2	4			
3. Evaluation of Experience	0	2	4	6	8	
4. Work Enrichment-Examples *Job Shadowing * Paid/Volunteer work *Potential Job Shadowing * Interview with individual in career *Letter of recommendation from person/s in specific career area	0	3	6	9	12	
					<b>TOTAL</b>	

Judge Comments: