

# 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	0	1	2			
2. Cover Letter (1 page)	0		3			
3. Resume (1-2 pages)	0	4	6			
4. References (3-5 required)	0		3			
5. Potential Employers & Job Titles for your Career Interest (1 page)	0	2	4			
6. Typed Information, correct spelling, grammar	0	3	6			
7. Letter of Recommendation	0		4			

**Sub-total:**

**Judge Comments on CEP:**

EVALUATION CRITERIA	Not Demonstrated	Emerging	Proficient	Mastery	Exceeds	Points Earned
<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)	0	3	6			
7. Personal Grooming	0		4			

**Sub-total**

**Judge Comments on Mock Interview:**

<b>EVALUATION CRITERIA</b>	<b>Not Demonstrated</b>	<b>Emerging</b>	<b>Proficient</b>	<b>Mastery</b>	<b>Exceeds</b>	<b>Points Earned</b>
<b>Career Manual:</b>						
1. Comprehensive Job Manual	<b>0</b>		<b>2</b>		<b>4</b>	
2. Employment Trends	<b>0</b>	<b>2</b>	<b>4</b>			
3. Evaluation of Experience	<b>0</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	
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	<b>0</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	
<b>Sub-total</b>						
<b>Judge Comments on Career Manual:</b>						
<b>GRAND TOTAL</b>						
<b>Disqualification:</b> Appendix E student project authenticity verification form NOT present						

General Judge Comments: