

Deals competently with real-life situations that involve developing personalized job search tools

Instructions:

- For each criterion, circle the statement that corresponds to the adult learner’s performance level.
- Enter the mark that corresponds to the circled statement in the “Mark” column. Only the mark indicated in the rubric for a given level can be allotted.
- Check Pass in the “Result” column if the adult learner has obtained the pass mark for the criterion concerned. Otherwise, check Fail
- Check Pass in the “Final result” section at the bottom of the table if the adult learner has obtained a pass mark for all the criteria. Otherwise, check Fail.

Rating scale Evaluation criteria	Excellent	Very good	Good	Weak	Very weak	Mark	Result
1. Puts together a personal job search folder	The personal job search folder emphasizes the adult learner’s characteristics that relate to the desired job. The résumé and business card comply with all the rules for writing and presenting these types of documents.	The personal job search folder emphasizes the adult learner’s characteristics that relate to the desired job. The résumé and card essentially comply with the rules for writing and presenting these types of documents.	The résumé and card essentially comply with the rules for writing and presenting these types of documents.	Has difficulty putting together a personal job search folder	Has great difficulty putting together a personal job search folder.	_____ Mark ¹ Pass mark ² : 24/40	<input type="checkbox"/> Pass
	40	32	24	16	8		
2. Writes letters and fills out job application forms correctly	The letter emphasizes the adult learner’s characteristics that relate to the desired job and complies with all the rules for writing and presenting letters.	The letter emphasizes the adult learner’s characteristics that relate to the desired job and essentially complies with the rules for writing and presenting letters.	The letter essentially complies with the rules for writing and presenting letters.	Has difficulty writing a letter.	Has great difficulty writing a letter.	_____ Mark	<input type="checkbox"/> Pass
	30	24	18	12	6		
	The form is completely filled out. All the information provided is accurate and relevant.	The form is completely filled out. All the information provided is relevant.	The form essentially contains relevant information.	Has difficulty filling out a job application form.	Has great difficulty filling out a job application form.	Pass mark: 36/60	
	30	24	18	12	6		
Final result	Competency developed: Pass <input type="checkbox"/> Fail <input type="checkbox"/>						

1. Assign a mark of 0 when the adult learner’s performance does not correspond to any of the statements in the rubric.
2. The pass mark for each evaluation criterion is 60%, which corresponds to the level “Good” in the rubric.