

# BUSINESS ESSENTIALS

## CAREER PLANNING AND DEVELOPMENT

### Applying for Employment Project

| Skill                                 | Outstanding  | Good  | Needs Improvement   | Unsatisfactory  | Total |
|---------------------------------------|--|---|---|---|-------|
| <b>Appropriate Dress/ Preparation</b> | <ul style="list-style-type: none"> <li>Professional=suit and tie for gentlemen/pants suit or dress for ladies.</li> <li>Dress shoes worn.</li> <li>All five aspects of the employment package are present at the time of the interview</li> </ul>  | <ul style="list-style-type: none"> <li>Professional=suit and tie for gentlemen/pants suit or dress for ladies.</li> <li>Tennis shoes are worn.</li> <li>Four aspects of the employment package are present at the time of the interview.</li> </ul>   | <ul style="list-style-type: none"> <li>Semi-professional dress=dress shirt or blouse and jeans.</li> <li>Tennis shoes worn.</li> <li>Three aspects of the employment package are present at the time of the interview.</li> </ul>   | <ul style="list-style-type: none"> <li>No professional dress.</li> <li>Tennis shoes worn.</li> <li>Two or less aspects of the employment package are present at the time of the interview.</li> </ul>   |       |
| <b>Ranking Points</b>                 | <b>30</b>  | <b>26</b>   | <b>22</b>   | <b>18</b>   |       |
| <b>Job Application</b>                | <ul style="list-style-type: none"> <li>No spelling errors</li> <li>No grammar errors</li> <li>Appropriate verb tense</li> <li>No personal pronouns</li> <li>Items appear in chronological order from current to earliest involvement</li> </ul>  | <ul style="list-style-type: none"> <li>1-2 spelling errors</li> <li>1-2 grammar errors</li> <li>1-2 verb tense errors</li> <li>One personal pronoun is used</li> <li>Items appear in chronological order from current to earliest involvement</li> </ul>  | <ul style="list-style-type: none"> <li>3-4 spelling errors</li> <li>3-4 grammar errors</li> <li>3-4 verb tense errors</li> <li>Multiple personal pronouns are used.</li> <li>Items do not appear in chronological order from current to earliest involvement (1-2 errors)</li> </ul>  | <ul style="list-style-type: none"> <li>5-6 spelling errors</li> <li>5-6 grammar errors</li> <li>5-6 verb tense errors</li> <li>Multiple personal pronouns are used.</li> <li>Items do appear in chronological order from current to earliest involvement (2+ errors)</li> </ul>   |       |
| <b>Ranking Points</b>                 | <b>20</b>  | <b>18</b>   | <b>16</b>   | <b>14</b>   |       |
| <b>Follow-up Questions</b>            | <ul style="list-style-type: none"> <li>The student listened carefully to the person giving the interview and asked 5 or more follow-up questions based on the information gained during the interview.</li> <li>Questions during the interview were answered thoughtfully and truthfully.</li> <li>The students used the best answers from the Handout.</li> </ul> | <ul style="list-style-type: none"> <li>The student listened carefully to the person giving the interview and asked 3-4 follow-up questions based on the information gained during the interview.</li> <li>Questions during the interview were answered thoughtfully and truthfully.</li> <li>Students did not use the best answers from the Handout.</li> </ul> | <ul style="list-style-type: none"> <li>The student listened to the person giving the interview and asked 1-2 follow-up questions based on the information gained during the interview.</li> <li>The student repeated the question to an interviewer that was addressed earlier.</li> <li>Questions during the interview were answered truthfully.</li> <li>Students did not use the best answers from the Handout.</li> </ul> | <ul style="list-style-type: none"> <li>The student asked zero follow-up questions based on the information gained during the interview.</li> <li>The student repeated the question to an interviewer that was addressed earlier.</li> <li>Student did not answer questions during the interview at all or did not answer them truthfully.</li> <li>Students did not use the best answers from the Handout.</li> </ul> |       |
| <b>Ranking Points</b>                 | <b>20</b>  | <b>16</b>   | <b>12</b>   | <b>8</b>  |       |

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| Skill                       | Outstanding  | Good   | Needs Improvement   | Unsatisfactory  | Total |
|-----------------------------|--|--|---|---|-------|
| <b>Presentation of Self</b> | <ul style="list-style-type: none"> <li>Relaxed but confident posture/movement, consistent and effective use of eye contact and gestures, and enthusiasm, all show that the student is prepared to speak on the topic</li> <li>Clear articulation, good use of variation in volume/tone, moderate pace/timing with pauses used to focus audience attention; all maintain audience interest/engagement.</li> </ul> | <ul style="list-style-type: none"> <li>Good posture, movement, and use of gestures, with minimal signs of nervousness; eye contact with minimal note reading, some enthusiasm, all indicate the student is ready to speak.</li> <li>Calm, comfortable delivery, with good articulation; adequate use of volume/tone (minimal monotone) pace/timing varied to maintain audience interest; occasionally the pace may be a little too slow/fast, or articulation may be difficult to understand.</li> </ul> | <ul style="list-style-type: none"> <li>Good posture, movement, and use of gestures, with some signs of nervousness; minimal eye contact; some note reading, enthusiasm, all indicate the student is ready to speak.</li> <li>Calm, comfortable delivery, with adequate articulation; adequate use of volume/tone; pace/timing varied to maintain audience interest; occasionally the pace may be a little too slow/fast, or articulation may be difficult to understand.</li> </ul> | <ul style="list-style-type: none"> <li>Distracting body language, eye contact broken by much note reading, an absence of enthusiasm, all indicate a discomfort in speaking</li> <li>Nervous delivery with somewhat monotone articulation, some mumbling; uneven, hurried or slow pace, and/or poor timing limits audience engagement</li> </ul> |       |
| <b>Ranking Points</b>       | <b>30</b>  | <b>26</b>  | <b>22</b>   | <b>18</b>   |       |
|                             |  |  |   | <b>TOTAL SCORE</b>  |       |