

Handout 3.7b: Job-Posting Response Evaluation Chart

Student Name: _____ Due Date: _____

| JOB POSTING RESPONSE | | MARK VALUE (1 – INCOMPLETE) (teacher will circle appropriate mark) | | | | |
|--|---|---|---|---|---|---|
| 1. Presentation of Reading/Writing Materials (2 marks) | | | | | | |
| | Classified job posting neatly cut out and put on separate piece of paper, or the printout of posting; response stapled to posting | 1 | 1 | 2 | | |
| 2. Formatting, Word Processing, Spelling, Grammar (8 marks) | | | | | | |
| | Word processed or handwritten legibly on one side of paper, with double spacing | 1 | 1 | 2 | | |
| | Name and date at top of your printed response | 1 | 1 | 2 | | |
| | Grammar, spelling, good writing techniques (half mark off per error, to maximum of 4 full marks) | 1 | 1 | 2 | 3 | 4 |
| 3. Evidence That You Read the Job Posting (1 mark) | | | | | | |
| | Highlighting and/or underlining job requirements in the posting | 1 | 1 | | | |
| 4. Your Response/Content of Paragraphs (20 marks) | | | | | | |
| | <i>Introductory Paragraph:</i> Why did you pick this job posting? Comment on the importance of knowing which kind of job would match your interests, skills, and abilities. | 1 | 1 | 2 | 3 | 4 |
| | <i>Second Paragraph:</i> Educational qualifications and training that meet the criteria of this position. | 1 | 1 | 2 | 3 | 4 |
| | <i>Third Paragraph:</i> Personal qualities and characteristics that make you a good candidate for this position. | 1 | 1 | 2 | 3 | 4 |
| | <i>Fourth Paragraph:</i> Your life and/or work experiences that you would bring to this position. | 1 | 1 | 2 | 3 | 4 |
| | <i>Concluding Paragraph:</i> How will the skills and abilities you develop in this job help in your future career path? Discuss future trends and opportunities of this position. | 1 | 1 | 2 | 3 | 4 |
| 5. Creativity to Support the Reading Response (4 marks) | | | | | | |
| | A unique thought, an idea, a drawing, a famous quote, a cartoon, etc. (something creative or original to support the reading/writing) | 1 | 1 | 2 | | |
| | Cover page, page borders, graphics, etc. | 1 | 1 | 2 | | |
| TOTAL | | / 35 marks | | | | |