

Career Planning Project Rubric

Criteria	Proficient		Not Proficient	
	Exceeding Expectations	Meeting Expectations	Developing	Beginning
Exploring Careers	Student thoroughly lists personal interests, values, and skills. Identifies well-aligned careers.	Student lists some personal interests, values, skills, identifies good potential careers.	Student provides incomplete lists of interests, values, skills	Fails to identify three careers that match their personal attributes.
Resume Content	Provides all elements of the resume perfectly.	Provides most elements of the resume with minor omissions.	Provides most elements but misses several key details.	Insufficient resume information, missing several key elements.
Answering Key Interview Questions	Provides comprehensive and relevant responses to all questions.	Provides mostly relevant answers with some gaps in detail.	Responses are largely incomplete or lack relevance to the questions.	Responses lack relevance and are incomplete or incoherent.
Researching Internships	Found detailed information on at least five internships, including all details.	Found information on four internships; some details missing.	Information on three or fewer internships, missing important details.	Student found information on three or fewer internships, missing important details.
SMART Goals	Clearly defines a long-term career goal and detailed SMART criteria for steps.	Defines a long-term goal with mostly SMART criteria; some elements are not well-articulated.	Vague long-term goal, missing several SMART criteria.	Goals lack definition and SMART criteria alignment.
Spelling and Grammar	No spelling or grammatical errors.	1-2 spelling or grammatical errors.	3 or more spelling and/or grammatical errors.	Many errors significantly impact readability.