

# Wm. E. Hay Career Portfolio Marking Guide 2018-19

Student portfolios at ALL grade levels will be marked using the following guide each year

	Possible Mark	Student Mark
<b>Basic Organization</b>		
Cover Page (update yearly if required) <i>Insert in the front of your portfolio binder. Feel free to create your own unique cover page (name, year of graduation, something that represents YOU). Must include a binder spine.</i>	2	
Category Divison Pages <i>*Supplied by TA teacher, in correct order. Personal Profile, Academic/Technical Skills, Personal Management Skills, Teamwork/Leadership Skills, Educational/Career Planning.</i>	1	
Overall Quality <i>*Neatness, appearance, vision, creativity.</i>	6	
<b>Personal Profile</b>		
Autobiography (updated yearly) <i>*A summary of you. Your roots, accomplishments so far, what your future may look like.</i>	3	
Resume completed on myBlueprint (updated yearly) <i>*Follow myBlueprint format - export to a PDF file and print. Make sure the header and footer are not showing - if they are you have not exported to a PDF.</i>	3	
Cover Letter completed on myBlueprint (updated yearly if required) <i>*Follow myBlueprint format - export to a PDF file and print.</i>	3	
Hobbies/Interests/Travel (minimum 1 item per high school year) <i>*Usually demonstrated by a picture, brochure or an item. If the item is bulky, take a picture or scan it. Mount the picture or item on a page and support it with a typed description of what you have gained from the experience, what skills you have learned, and how this may contribute to future learning etc. Include at least one item per year (you must have 4 items in here by grade 12)</i>	3	
Two Goals <i>*In myBlueprint; add 2 goals with the type of goal, time frame and task to achieve them. Print and place in your portfolio.</i>	1	
<b>Academic/Technical Skills</b>		
High School Planner - myBlueprint & Current Report Cards (updated) <i>In myBlueprint; High School Planner - View High School Plan. Make sure that your high school planner reflects the courses that you are currently taking. Print off once completed. Include current report cards with comments from teachers.</i>	2	
Certificates and Awards (minimum 1 per year) <i>Include: academic awards, trades awards, driver training certificates, copy of drivers license, WHMIS, H2S, other safety certifications, first aid, CPR, swimming certificates, hunter training, 4-H awards, adjudications or judging sheets, music lessons, dance, festival awards, recognition awards, training courses. Be prepared to explain these items.</i>	2	
Samples of Best Work (minimum 3 per year with yearly adjustments) <i>Writing samples, report, essay or poem. Work samples from other subjects. Pictures of products you have worked on in building, fabrication, mechanics, foods, cosmotology or any other subject. Minimum 3 items per year with adjustments each year (remove older items as you progress). You should have 4 or 5 good samples in here by the end of grade 12). Be able to explain why you have selected these items.</i>	3	

<b>Personal Management Skills</b>		
<b>Volunteer/Community Involvement (updated yearly)</b>	3	
<i>Compile a list of all the volunteer/community events you have been involved in. This can include scorekeeping, refereeing, fundraisers, sports or other clubs, coaching or assistant coach, mentoring, helping peers, supporting younger students or siblings with homework, shoveling snow or raking leaves for neighbours, relatives or elderly, babysitting, highway clean-up, recreation with seniors, Heartland Youth Centre, church groups etc.</i>		
<b>Reference Letter (1 per year)</b>	2	
<i>Get a copy of the Reference Letter Request Form from your TA Teacher. Decide who would be a good reference for you. Complete the form as neatly as possible and deliver to the person you are requesting the reference letter from. Arrange to pick up the letter at a later date, make copies of the letter and place one copy in your portfolio.</i>		
<b>Teamwork/Leadership Skills</b>		
<b>Teamwork or Activities (minimum 1 per year)</b>	3	
<i>Include a minimum of one item per year of team pictures and achievements, club pictures and accomplishments, group or school projects, family responsibilities, newspaper articles, pictures of trophies, medals etc. Complete a write up with these pictures/artifacts on the skills you've developed or acquired and what you have learned are very beneficial.</i>		
<b>Leadership Skills</b>	2	
<i>Are you an executive member of a club or organization, a camp leader, counselor, coach, assistant coach or mentor? Do you have a supervisory position at work? Are you a team captain or assistant? Have you taken courses in leadership? To demonstrate leadership skills use pictures, newspaper articles or certificates. If you cannot identify any leadership skills to date; determine something that you can do in the future and write up a blurb about your future plans in this area.</i>		
<b>Educational/Career Planning</b>		
<b>Sample Employment Application</b>	2	
<i>Choose from a variety of applications provided by your TA Teacher, complete the application and place in your portfolio.</i>		
<b>Career Planning (updated yearly)</b>	2	
<i>On myBlueprint; see the toolbar on the left hand side of the screen. Select "Work", followed by "Occupations" then choose a Career Cluster, Education and Salary. Pick a career listed in that cluster that interests you, add it to your electronic portfolio, print off and place in portfolio. Do this for 2 possible career options.</i>		
<b>Post Secondary Planner (updated yearly)</b>	3	
<i>On myBlueprint; see the toolbar on the left hand side of the screen. Select "Post Secondary". Choose a sub category of either Apprenticeship, College &amp; University or Workplace. Select 3 different plans that you could possibly see yourself doing. They do not all need to be from the same category. Follow the questions and review the options listed. Select your favorites and add to portfolio electronically as well as print a copy for your hard copy portfolio.</i>		
<b>Occ./Ed. Research (updated yearly)</b>	4	
<i>From myBlueprint; again the left hand side column under "Work" select "Job Search" then enter a job title and location; review jobs that are listed below and print one that may be suitable if you in the future. Add to your portfolio. Also in this section your will be required to complete the "Who Am I" surveys listed in the left hand side toolbar. There you will find 5 different surveys; Learning Styles, Personality, Interests, Knowledge and Motivations. Complete these surveys and print/add to your portfolio.</i>		
	50	/50
<b>Comments:</b>		