

**Manson High School, Career Choices**  
Professional Development Portfolio Rubric

<b>Presentation</b>	<b>Beginning</b>	<b>Proficient</b>	<b>Strong</b>
<p align="center"><b>Verbal Communication</b></p>	<p>Answers questions directly. Communicates on a functional level. General awareness of audience.</p>	<p>Responses are relevant to industry and job specific. Pleasant voice that connects with audience. Shows interest and enthusiasm. Utilizes job specific terminology. Communicates trust and warmth in an earnest and pleasing manner.</p>	<p>Anticipates questions and formulates answers. Redirects discussion back to areas of strength. Clear, precise and convincing. Articulates concepts and ideas. Tone of voice conveys goal oriented message.</p>
<p align="center"><b>Non-Verbal Communication</b></p>	<p>Shakes hand. Greets audience. Makes eye contact. Apparel is neat and clean. Shoes are clean/polished. Personal grooming and accessories do not detract from focus of presentation.</p>	<p>Posture demonstrates self-assurance. Handles portfolio materials properly. Apparel and grooming are specific to job or industry.</p>	<p>Mannerisms reflect competence, poise and self-awareness. Apparel and grooming indicate a desire to advance.</p>
<p align="center"><b>Professionalism</b></p>	<p>Presents portfolio contents. Acknowledges questions. Walks out at conclusion.</p>	<p>Job requirements set focus of presentation. Evidence of: Skills Abilities Knowledge Responds to questions and maneuvers through portfolio with flexibility and accuracy. Concludes with summary.</p>	<p>Career goals set focus of presentation. Evidence of training for future growth. Focus of presentation is retained throughout. Concluding summary relates presentation to career goals.</p>

Student

Interviewer

Career Choice

Date