



Student _____
 CAP Advisory Coach _____
 Date _____
 Grade (circle one): S U
 Advisory Coach (initials) _____

Grade 10 CAP Fourth Quarter Assessment

Students should use the information in the rubric below to help meet the standards and earn credit. It is the students' responsibility to make up missing assignments and/or any incomplete work.

Task(s):

- My Most Valuable Quality interview
- Thank you letter (draft)
- RIASEC Take 2
- Quarterly Assessments

EVIDENCE	S-atisfactory MEETS	U-nsatisfactory APPROACHING	U-nsatisfactory WELL BELOW
My Most Valuable Quality interview	Student completed the interview worksheet and provided appropriate evidence.	Student completed interview worksheet but did not provide evidence	Student did not complete the interview worksheet
Thank you Letter (draft)	A draft of a Thank you Letter was submitted by student.	The Thank you Letter was Incomplete	The Thank you Letter was Incomplete
RIASEC Take 2	Student completed the packet.	Student submitted an incomplete packet.	Student submitted an incomplete packet.
Quarterly Assessments	Q1-Q4 completed assessments	Missing one or more of the required assessments.	Assessments are incomplete.

Career and Technical Learning Objectives

Strand: CAREER PLANNING				
Career Planning: Explore and understand educational and career options in order to develop and implement personal, educational, and career goals				
Topic: Job Application Process and Career Portfolio Development				
Assess career portfolio that documents evidence of progress toward the attainment of personal, educational, and career goals.				
Gather and prepare documents related to job-seeking				
Prepare for the job interview process				
KNOW	UNDERSTAND	DO	LESSON	RELEVANCE
Important documents necessary for the job application process	<ul style="list-style-type: none"> ▪ Job application ▪ Application letter ▪ Resume ▪ Interview process ▪ Thank you letter ▪ Volunteer Work & Community Service 	Write a letter of application with supporting examples Compile an Employment Portfolio	All lessons in 10 th Grade CAP culminate in this task.	<ul style="list-style-type: none"> ▪ Students will have learned the job search process and will have in hand an Employment Portfolio, which is a practical resource for their own employment, scholarship, and or college interview endeavors.

CAP10: 4th Quarter Assessment

Name: _____ Date: _____

My Most Valuable Quality:

Prompt: You have decided that you want to spend your summer vacation either working to earn some money for next school year or doing an internship at a company that does work related to your career interests. When you go in for an interview, the interviewer asks you the following question:

“Tell me what you believe your most valuable quality is as an employee or intern?”

Moanalua High School Success Standards in action:

Addressing Complex Problems: What is your most impressive quality / skill / character trait to a potential employer?

Gathering and organizing Information: The lessons done in CAP 10 (e.g. goal-setting, decision-making, personal data sheet, GRIT, employment lessons etc.) have given you lots of information about your personal strengths as well as areas to work on.

Taking a Stand and Defending it with evidence: Based on the information you have about yourself, decide what your greatest strength is and defend it with relevant evidence.

Assume this is the conversation you are having with the interviewer and fill in the blanks.

Interviewer: Tell me what you believe your most valuable quality is as an employee or intern at my company.

You: I believe that my greatest strength as an employee / intern is...

Interviewer: What makes you believe that you possess this trait? Can you give me specific examples of how you came to the conclusion that you are good at this trait?

You: The lessons that we did this year showed that I am very good at: (Tell which specific lessons)

Interviewer: Thank you, now can you tell me why I should hire you for this job.

You: The personal traits that I mentioned earlier, make me a strong candidate for this job / internship because:
