



Instructor's Rubric for Job Seeker Badges

Directions:

Below is a list of steps to help assess the [Job Seeker digital badges](#) for adult learners. Please keep in mind that **the badges do not need to be earned in order**.

1. Have the learner print the digital badge page out. The printed version contains additional fields for the instructor to approve skills and leave notes.
2. Have the learner demonstrate each skill. Use the rubrics below to evaluate their proficiency.
3. Sign your initials on the skills they have passed and leave a note on the skills they need to work on. Tell the learners that they can be reassessed on these skills at a later time.
4. If the learner has earned the badge, stamp their badge card and then record their email and name in the [SWJRL badge award form](#).
Approval Form: <http://bit.ly/swjrl-approval>
5. If you're using the wall cards, have the learner sign their name on the card and post it on the wall to recognize their achievements.

Learner's Information:

Name: _____ Email Address: _____



Tech Basics Badge

TYPING SKILLS	
Completed	Skill
	Check their score on a one minute typing test at typingtest.com . Looking for an "Average" score (around 25 words a minute).
MOUSE NAVIGATION	
Completed	Skill
	Open an application
	Navigate the application menu
	Drag and drop a file
NEW DOCUMENT	
Completed	Skill
	Open Microsoft Word
	Start a new document
	Save the document to the Documents folder
FIND AND MOVE FILES	
Completed	Skill
	Find the saved document in Windows Explorer (PC) or Finder (Mac)
	Create a new folder called "test"
	Move the saved document to the new folder
INTERNET BASICS	
Completed	Skill
	Score an 8 or higher on the GCFLearnFree Internet Internet Basics Quiz

TOUCH NAVIGATION	
Completed	Skill
	Open an Internet browser on a touch device (phone or tablet)
	Perform a Google search on the device



Professional Communicator Badge

SEND & RECEIVE EMAILS	
Completed	Skill
	Open the email application of their choice (Gmail, Yahoo, etc.)
	Open an email they've received
	Demonstrate how to reply to an email
	Demonstrate how to send a new email
SEND A PROFESSIONAL EMAIL	
Completed	Skill
	Send a new email to your (the instructor) email address.
	Did the email contain a greeting, message, and end with their full name?
INTERNET SECURITY	
Completed	Skill
	Score an 8 or higher on the GCFLearnFree Internet Safety quiz



Resume Building Badge

COVER LETTER	
Completed	Skill
	Home address of learner?
	Street address of the business?
	Professional greeting (i.e. manager's name, or generic " <i>To the Hiring Manager</i> ")
	Body contains the name of the job, the learner's interests, how they learned about the job, and why they are a good candidate.
	Closing (i.e. <i>Sincerely</i> , or <i>Regards</i>)
	Signature (Full name, phone number, email address)
RESUME	
Completed	Skill
	Learner's name and contact information
	Objective/Summary of the learner's interests and experience
	Education
	Experience
REFERENCES	
Completed	Skill
	Learner's name and contact info at the top of document.
	Are there at least two contacts?
	Name, title, company and contact info of reference



Career Exploration Badge

CAREER PLAN	
Completed	Skill
	Clear objectives and strategies that are easy to follow?
	Do their career goals follow the S.M.A.R.T. method ?
JOB OPENINGS	
Completed	Skill
	Two different online jobs openings that match their interests.



Networking & Interviewing Badge

NETWORKING LIST	
Completed	Skill
	Look for 3-4 names, businesses, or groups along with contact information and how they support the learner.
SOCIAL MEDIA	
Completed	Skill
	Review the list of businesses or people they follow on social media. Ask questions about who they are and how they support the learner's career goals.
ELEVATOR PITCH	
Completed	Skill
	Verify that the pitch is clear and let's an employer know who they are, what their goals are, and what skills they have to offer. <i>(This can be the same as the summary on their resume.)</i>

