

Word Lesson 1 **Challenge Yourself Project 10 Identify Job Qualifications**



Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Created a new document			
Saved the document as w1rev[your first initial and last name]10			
Selected one job description from the previous exercise			
Identified educational requirements			
Identified prior experience needed			
Identified skills needed			
Keyed a paragraph summarizing the necessary qualifications			
Proofread and make any necessary edits to your document			