Name _____ Period _____ Date_____

Word Unit 1 **Lesson 3** Challenge Yourself Project
9 Identify Job Candidates   R

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 an AutoText entry for the name, title, and years of experience for each candidate			
Created a new memo identifying the five candidates			
Used the AutoText entries to insert the information for each candidate			
Inserted a date in the memo			
Formatted the memo correctly			
Proofread and checked spelling			
Saved your document as w3rev-[your first initial and last name]9			