

## Portfolio Scoring Rubric: Advanced Auto Applications

	<b>Resume/ Cover Letter</b> AHT09.01	<b>Shop Safety</b> AHT06.01	<b>Tools</b> AHT10.01	<b>Work Orders</b> AHT11.01	<b>Diagnostic Equipment and Operation</b> AHT03.01
<b>1 (Exceeds)</b>	Resume meets all criteria of 'meets' category and is professional in appearance and free of errors.	Demonstrates all criteria of 'meets' category and also performs safety inspections.	Demonstrates knowledge of all shop tools and their uses.	Meets all criteria of 'meets' category and clearly communicates work order to customer.	Demonstrates all criteria of 'meets' category and performs equipment maintenance.
<b>2 (Meets)</b>	Resume is clearly written, lacks major grammatical errors and is well organized.	Consistently utilizes safety equipment and performs repairs in a safe manner.	Demonstrates knowledge of most shop tools and their uses.	Creates clear accurate records of work performed on ten vehicles.	Demonstrates knowledge of appropriate shop equipment and operation.
<b>3 (Does not meet)</b>	Resume is incomplete, has grammatical /formatting errors.	Does not utilize safety equipment consistently and works in an unsafe manner.	Does not demonstrate knowledge of shop tools and their uses.	Completes less than ten work orders or creates unclear or inaccurate work orders.	Does not demonstrate knowledge of appropriate shop equipment and operation.

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AHT06.01 - Develop and practice safe working habits while servicing and repairing automobiles or heavy equipment.

AHT10.01 - Demonstrate the safe and proper use of tools needed for the service and repair of automobiles or heavy equipment

AHT11.01 - Identify the different payment systems for employee pay and customer billing in the service and repair of automobiles or heavy equipment.

AHT03.01 - Use problem solving and critical thinking skills when diagnosing, servicing, and repairing automobiles or heavy equipment.