

Word Lesson**2****Before You Begin
Reflect****R**

Directions: After you have finished the projects, 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 Word document.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Completed the Challenge Yourself Projects			
Created a new Word document			
Described how a good job description can help attract the right candidate for the job			
Explained why it is important to prepare interview questions in advance			
Listed the job questions a job candidate might ask an interviewer			
Proofread and checked spelling in your document			