

Creating Your Own Job Ad

Your task is to create a job ad for a position that has just opened up in your company (your company can be fictional), which will then be posted in the local newspaper. You will need to include the following information for your ad:

- position
- wage
- duties
- shift or time of work (i.e. 9-5 Monday to Friday)
- any special qualifications or education needed
- how and where to apply
- the name of the company and if you would like a sentence about the company, for example. ABC Manufacturing has been a provider of excellent steel boxes for over 65 years.

You may work in groups of 2-3, but no more. Your job ad should be typed and look like something that you would find in a newspaper. Be sure to make the ad attractive and appealing to all those potential employees that you hope to reach.

Be sure to hand this sheet in, as the back of the page has a rubric on it. Each group member must hand in the following:

- 1) a copy of the ad
- 2) a copy of the rubric

The group will be given one mark, which will be applied to each member.

Name: _____

Group Members: _____

Categories	Level 1 (50 - 59%)	Level 2 (60 - 69%)	Level 3 (70 - 79%)	Level 4 (80 - 100%)
Knowledge and Understanding Information provided relates specifically to company researched ____/10	Information is limited in accuracy, content and scope.	Information demonstrates some effectiveness in accuracy, content and scope.	Information demonstrates considerable effectiveness in accuracy, content and scope.	Information is extremely thorough in accuracy, content and scope.
Thinking Organizing and development of job ad ____/10	Written work demonstrates an inquiry process of limited effectiveness.	Written work demonstrates an inquiry process of some effectiveness.	Written work demonstrates an inquiry process of considerable effectiveness.	Written work demonstrates an inquiry process with a high degree of effectiveness.
Communication Logical organization of facts and ideas. Choice of language and style appropriate to purpose and audience. ____/10	Limited sense of overall organization. Style reflects limited appropriateness to purpose and audience.	Logical organization of facts and ideas. Choice of language and style appropriate to purpose and audience.	Considerable sense of overall organization. Style reflects considerable appropriateness to purpose and audience.	Thorough sense of overall organization. Style reflects a high degree of appropriateness to purpose and audience.
Application Appropriate setting and information provided ____/10	Advertisement demonstrates limited depth of understanding.	Advertisement demonstrates some depth of understanding.	Advertisement demonstrates considerable depth of understanding	Advertisement demonstrates thorough depth of understanding.

_____/40