

# OPER1160 Supply Chain & Operations Management

## Assignment 1: Career Research Rubric

Part 1 – Report	Mark	Comments
<p>A) Formatting</p> <ul style="list-style-type: none"> <li>Name of Company, Job Title &amp; NOC is title on first page (1)</li> <li>Footer includes page number, your name, name of company and job title with NOC. No title page (1)</li> <li>Introduction and Summary used (1)</li> <li>Maximum 2 pages of body of report (1)</li> <li>Spelling, grammar &amp; overall look (2)</li> <li>Used Calibri font size 12 for body text with 1" margins, 1 or 1.15 spacing (1)</li> <li>Salary table inserted into report. Referred to in writeup prior to the table by Figure #. (1)</li> <li>Salary table has Figure # and title plus sources (1)</li> <li>References included at the end (APA) (1)</li> </ul>	/10	
<p>B) Body of Report</p> <ul style="list-style-type: none"> <li>The introduction includes a brief description of the chosen company and its main products/or services, (1) the job title and NOC code (1)</li> <li>List of a min. of 8 job responsibilities (8)</li> <li>Identified and explained 2 job responsibilities you find interesting (2)</li> <li>Identified and explained 2 job responsibilities you would not like (2)</li> <li>Salaries from min. of 3 sources identified and presented in a table format (3)</li> <li>Identified reasons for similarities/differences in the salaries (2)</li> <li>Explained reason(s) for if you would/would not be interested in this type of job (2)</li> <li>Explained if you would/would not accept this position and your reasoning (1)</li> </ul>	/23	
Part 2 – Discussion Forum Posting		
<ul style="list-style-type: none"> <li>Introduction – included the name of company, and short description of it, the job title and NOC. (1)</li> <li>Body of posting gave summary of findings and your decision on pursuing it or not (4)</li> <li>Spelling, grammar, professionalism (2)</li> </ul>	/7	
Total (3% of final grade)	/40	