**CAREER FINANCIAL MANAGEMENT**

Final Portfolio Checklist

The checklist will make up 60% of the final grade for the Exam part of this course. Each student will need to turn in a binder with a satisfactory mark for at least 75% of all the items in this binder, which means in order to pass this section, the student must be satisfactory or better on 12 of 16 of the assignments below.

All Work Grades

1. Incomplete (Missing major parts)
2. Poor (Missing over 50% of the required materials)
3. Satisfactory (Meets the minimum standards for each project/assignment, 75% or better)
4. Very good (Minimal errors)
5. Excellent (No errors and met all requirements)

**Part One**

\_\_\_\_ 1. Career Research Project

\_\_\_\_ 2. Completed 1 page Resume

\_\_\_\_ 3. Completed and signed Cover Letter

\_\_\_\_ 4. Screen Interview Score Sheet (Satisfactory Grade)

**Part Two**

\_\_\_\_ 5. Payroll Assignment (W-4, W-2, 1099 and paycheck Calculation)

\_\_\_\_ 6. Completed 1040Ez Tax form

\_\_\_\_ 7. Payroll Deductions Assignment

**Part Three**

\_\_\_\_ 8. Interest Rates Project (Loans)

\_\_\_\_ 9. Cash vs. Credit Project

\_\_\_\_10. Consumer Protection Laws Assignment

**Part Four**

\_\_\_\_11. Personal Budget (Excel)

\_\_\_\_12. Retirement Assignment

\_\_\_\_13. Savings Goals Assignment

\_\_\_\_14. Checking and Savings Project (Banking)

\_\_\_\_15. Insurance Assignment

\_\_\_\_16. Legal Protections

**Extra Credit**

* To be determined