**Checklist for Unit 9 Final Project**

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| ***Criteria: Ask yourself the following questions.*** | **Not Yet** | **Yes** |
| **Content** |  |  |
| Did you use the career/employment sites on the internet to search for jobs in the criminal justice field? |  |  |
| Did you use the Library to search for jobs in the criminal justice field? |  |  |
| Did you choose two jobs that interest you? |  |  |
| Did you complete the assignment template with information about the two jobs that interest you? |  |  |
| Did you explain how your professional goals relate to the skills needed for the positions/jobs you have selected? |  |  |
| **Research** |  |  |
| Did you use at least two **c*redible sources?*** |  |  |
| Did you list the websites that you used? |  |  |
| Did you answer all the questions in a ***substantive*** manner? |  |  |
| **Quality** |  |  |
| Is your content ***complete*** enough to explain your statements? |  |  |
| Is there a ***logical flow*** to your ideas? |  |  |
| Did you present the material in a ***clear and concise*** manner to provide easy readability? |  |  |
| **Format** |  |  |
| Did you prepare your paper in **Microsoft®** **Word®**? |  |  |
| Did you ***label your file*** correctly? |  |  |
| Did you check your document for ***grammar and spelling?*** |  |  |
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