

## Portfolio Evaluation

Name: \_\_\_\_\_

Date: 1/10/22 Period: 6<sup>th</sup>

Element		Assessment Points	
Completeness		Possible	Earned
1.	Five (5) or more samples (school work, awards, outside activities) that demonstrate qualities, skill or abilities that are valued in the hospitality industry. <i>revised to 3</i>	5	5
2.	All samples include a written explanation (1 paragraph, minimum of 2-3 sentences long) showing how that particular sample relates to jobs in the hospitality industry.	5	5
3.	Resume: Containing job or career objective, education, experience (work and other) school activities, community service, and interests/hobbies, references	5	5
<b>Organization</b>			
1.	Cover page with full name, address, phone number and e-mail (if available)	2	2
2.	Table of contents: Number each item, title of item, and brief description (one sentence) of each item in the portfolio. <i>neat &amp; organized.</i>	2	2
3.	Used professional binder or folder (preferable plastic) – sturdy, clean <i>*HLC submission</i>	1	1
<b>Neatness</b>			
1.	Information is neat, readable, and professional (tasteful)	2	2
2.	Samples are clean and presentable.	2	2
3.	Samples are firmly attached so that nothing can fall out	1	1
<b>Creativity</b>			
1.	Portfolio is basically black and white. Color is used tastefully and professionally.	2	2
2.	Used graphics, photos, etc. to enhance or provide emphasis to samples.	2	2
3.	Creative titles for each sample.	1	1
<b>TOTAL POINTS</b>		30	30

*Submission on time*

Great job overall!!

100%.