

Portfolio Evaluation

Name: _____

Date: _____ Period: _____

Element		Assessment Points	
<i>Completeness</i>		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.	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	
3.	Resume: Containing job or career objective, education, experience (work and other) school activities, community service, and interests/hobbies, references	5	
<i>Organization</i>			
1.	Cover page with full name, address, phone number and e-mail (if available)	2	
2.	Table of contents: Number each item, title of item, and brief description (one sentence) of each item in the portfolio.	2	
3.	Used professional binder or folder (preferable plastic) – sturdy, clean	1	
<i>Neatness</i>			
1.	Information is neat, readable, and professional (tasteful)	2	
2.	Samples are clean and presentable.	2	
3.	Samples are firmly attached so that nothing can fall out	1	
<i>Creativity</i>			
1.	Portfolio is basically black and white. Color is used tastefully and professionally.	2	
2.	Used graphics, photos, etc. to enhance or provide emphasis to samples.	2	
3.	Creative titles for each sample.	1	
TOTAL POINTS		30	