

Portfolio Evaluation

Name: _____

Date: 1/10/22 Period: 6th

Element		Assessment Points	
Completeness		Possible	Earned
1.	Five ³ or more samples (school work, awards, outside activities) that demonstrate qualities, skill or abilities that are valued in the hospitality industry. *missing	5	0
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 *missing	5	0
Organization			
1.	Cover page with full name, address, phone number and e-mail (if available) *missing	2	0
2.	Table of contents: Number each item, title of item, and brief description (one sentence) of each item in the portfolio. *page # not present as stated in Table of contents	2	1
3.	Used professional binder or folder (preferable plastic) – sturdy, clean *GIC submission	1	1
Neatness			
1.	Information is neat, readable, and professional (tasteful)	2	2
2.	Samples are clean and presentable. *NOT submitted in correct format *MUST be compiled into one file.	2	1
3.	Samples are firmly attached so that nothing can fall out *GIC submission.	1	1
Creativity			
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. Reference page not titled correctly. Titles are not consistent throughout	1	0
* Format for final submission should have been through Google Docs in one complete file		30	15

all required TOTAL POINTS pages.

50%