

Employability Portfolio and Presentation Interview

PORTFOLIO

Folder Appearance	No folder or very worn and discolored 0	Folder but no dividers 1	Neat folder with dividers 1.5	Neat folder with labeled dividers 2
Condition of Documents	Majority of materials discoloured, folded, bent, or tattered 0	Some material and documents folded, discoloured, & tattered 1	Documents presented flat, readable, but some signs of wear. 1.5	Documents and materials clean, flat, and readable. 2
Material Collection	Minimal representation 0	Representation in most areas, with main focus 4 years or more 2	Representation in most areas, with main focus within 2 to 4 years 4	Full current representation in all areas 5
Table of Contents (T.O.C.)	No T.O.C. 0	T.O.C. in wrong location 1	T.O.C. in proper location but items not referenced to categories. 1.5	Neat T.O.C. referencing items to categories and in proper location 2
Career Exploration	No career choice 0	Career choice present Requirements NOT present 1	Career choice present Requirements incomplete 2	Clear career choice and requirements 4
Relation to Resume	No items in portfolio referenced in the resume 0	Few items referenced in the resume 2	Many items referred to in the resume but little mention of skills. 3	All items in portfolio referred to in the resume with many indicators of related skills 4

