

# Portfolio Assessment

- \_\_\_\_\_ Disclaimer(4)
  - \*presented in pleasing format
  - \*contains no spelling, grammar, or punctuation errors
  
- \_\_\_\_\_ Work Philosophy Statement(6)
  - \*contains no spelling, grammar, or punctuation errors
  - \*written in complete sentences
  - \*does not contain personal pronouns
  
- \_\_\_\_\_ Listing of one short term, one 5 year, one 10 year Career Goals(6)
  - \*specific and measurable
  - \*contains 1-year, 5-year, and 10-year goals
  - \*written in complete sentences
  - \*goals are career focused
  
- \_\_\_\_\_ Mid-State Program Plan for your Major(2)
  
- \_\_\_\_\_ Reference list of five names(5)
  - \*three are business related
  - \*two are personal
  - \*list name, relationship, and method of contact
  - \*contains no spelling, grammar, or punctuation errors
  
- \_\_\_\_\_ Three letters of recommendations(12)
  - \*no two letters will be from the same business
  - \*letters will be no older than five(5) years
  - \*only one(1) is a personal reference letter
  - \*two(2) are professional reference letters
  
- \_\_\_\_\_ Two MSTC Student Reference forms(6)
  - \*two college instructors
  
- \_\_\_\_\_ Application form or personal inventory(5)
  - \*to copy information from for filling out other applications
  
- \_\_\_\_\_ Resume(20)
  - \*24 pound bond paper
  - \*watermark is used correctly
  
- \_\_\_\_\_ Copy of your Transcripts(4)
  - \* can be unofficial
  
- \_\_\_\_\_ Work samples or projects(26)

\_\_\_\_\_ Portfolio Paper Quality(2)  
**\*watermark paper for resume only**

\_\_\_\_\_ Section Dividers(2)  
\*attached dividers are typed in all caps

\_\_\_\_\_ Total(100)

**Extra Credit**

\_\_\_\_\_ Certificate and Awards(3)

\_\_\_\_\_ Seminars/Workshops/Conferences(2)

\_\_\_\_\_ Professional Organizations(2)

\_\_\_\_\_ Leadership Roles(3)

\_\_\_\_\_ Total Extra Credit(10)

\_\_\_\_\_ **Total - Passing Grade(67)**