

# Virtual Workplace Experience II

## Portfolio Projects Resources – 03-08b LinkedIn Project Rubric



Name \_\_\_\_\_ Date \_\_\_\_\_ Period \_\_\_\_\_

Presentation	4 – Excellent	3 – Good	2 – Fair	1 – NI
<b>30 Second Review</b>	Profile seems targeted for a specific education institution/industry.  Profile should effectively appeal to colleges/employers.	Profile seems targeted for a specific purpose/industry.  Profile might appeal to colleges/employers.	Profile does not seem targeted for specific purpose/industry.  Profile might appeal to colleges/employers.	Profile does not seem targeted for a specific purpose/industry.  Profile would not appeal to colleges/employers.
<b>Photo</b>	Headshot or other appropriate to industry.  Headshot is not blurred and clearly shows face.  A plain backdrop is used.	Business Professional Headshot.  May include more than headshot.  Distracting background.	Picture is casual in nature.  A group shot or other individual is included in photo.  Quality of Photo is lacking, e.g. focus, contrast etc.	Picture is missing.
<b>Headline</b>	Describes current status, relevant skills, interests, coursework or experiential experiences e.g., internships, student leadership roles, campus activities etc.  Connects background to position, goals or industry of interest	Describes current status, skills and interests  Career goals or interests may not be evident	Describes academics, skills and activities  List of skills without validating experience	Summary is missing
<b>Summary</b>	All appropriate information included.  Presented in a balanced manner	All appropriate information is included with 1-2 incorrect items. (ex: abbreviations)	1-2 pieces of content missing.	3+ pieces of content are missing.
<b>Education</b>  (Includes: School, Dates Attended, and Activities and Societies, GPA, etc.)	Positive, engaging, and enthusiastic language throughout profile that helps demonstrate the writer's achievements.  Action verbs are varied, and well-chosen to demonstrate tasks and skills related to career goals.  No negative or unprofessional content is expressed.	Language is neutral throughout profile  Action verbs are varied, yet the selection is conventional or homogenous. Not offering much space to describe tasks, duties, transferable skills and accomplishments in a detailed way.  No negative or unprofessional content is expressed	Language is neutral throughout profile  Action verbs are not varied.  1-2 negative or unprofessional content expressed	Language is negative throughout profile  Action verbs are not varied.  3+ unprofessional content expressed
<b>Professional Language</b>	Describes current status, relevant skills, interests, coursework or experiential experiences e.g., internships, student leadership roles, campus activities etc.  Connects background to position, goals or industry of interest.	Describes current status, skills and interests  Career goals or interests may not be evident	Describes academics, skills and activities  List of skills without validating experience	Summary is missing

Continued...

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Reflection				
	4 – Excellent	3 – Good	2 – Fair	1 – NI
<b>Sentence Structure and Grammar</b>	Sentences are well constructed and there is no more than 1 grammatical errors.	Sentences are well constructed and there are minor grammatical errors.	Sentences lack proper construction but the point can still be found.	Poor sentence construction and grammar. Main point is unclear.
<b>Connection</b>	Reflection clearly speaks to the research performed and work produced and shows strong awareness of areas of strength and potential growth.	Reflection is mostly on topic and speaks to the work produced and shows some awareness of areas of strength and potential growth.	Reflection is mostly on topic but does not address either areas of strength or potential areas of growth.	Reflection is not on topic and does not address the work.
<b>Sources</b>	All sources (information and graphics) are accurately documented in the desired format.	All sources (information and graphics) are accurately documented, but a few are not in the desired format.	All sources (information and graphics) are accurately documented, but many are not in the desired format.	Some sources are not accurately documented.