

Attendance Character Teamwork
Appearance Attitude Productivity
Organizational Skills Communication
Cooperation Respect

**Checklist of items needed for digital portfolios due at end of
the hour on Friday March 30th, 2012**

Name _____

- Folder named Last Name_First Initial
- Save Resume in folder as: Resume
- Save letter of application (cover letter) in folder as: Cover Letter
- List of references
- Listing of courses that you have taken
- Save samples of work in folder as: sample 1, sample 2...
 - Sample from English class
 - Sample from another class
 - Second sample from another class
- Career Research Paper
- Listing of activities that you are involved in

Please turn this sheet before leaving class on Friday March 30th,
2012 with everything completed.

Title Page (2)	Comments
_____ Name Correct (1)	
_____ 1 Working Link (1)	
Contents Page (14)	
_____ 7 Correct Buttons (7)	
_____ 7 Working Links (7)	
Education Title Page (2)	
_____ Correct Title (1)	
_____ Next Link Working (1)	
Education Content Page (26)	
_____ Link to UHS Working (1)	
_____ Appropriate Graduation Information (1)	
_____ Sample 1 Link Working (6)	
_____ Sample 2 Link Working (6)	
_____ Sample 3 Link Working (6)	
_____ Classes Listed (5)	
English, Math, Science, Social Studies, PE,	
Health, Drive Ed, & Electives	
_____ Home Link Working (1)	
Activities & Extra-Curricular Title Page (2)	
_____ Correct Title (1)	
_____ Next Link Working (1)	
Activities & Extra-Curricular Content Page (7)	
_____ Correct Titles (1)	
_____ Correct Information (5)	
Each activity must have an explanation of activity	
_____ Home Working Link (1)	
Skills & Work Experience Title Page (2)	
_____ Correct Title (1)	
_____ Next Link Working (1)	
Skills & Work Experience Content Page (7)	
_____ Correct Titles (1)	
_____ Correct Information (5)	
Skills should have explanations and work	
experience must be listed or a statement.	
_____ Home Working Link (1)	
Honors & Achievements Title Page (2)	
_____ Correct Title (1)	
_____ Next Link Working (1)	
Honors & Achievements Content Page (7)	

<p>_____ Correct Titles (1)</p> <p>_____ Correct Information (5) Honors and achievements should include dates and additional information if possible. More than one slide can be used.</p> <p>_____ Home Working Link (1)</p>	
<p>Resume & References Title Page (2)</p>	
<p>_____ Correct Title (1)</p> <p>_____ Next Link Working (1)</p>	
<p>Resume & References Content Page (19)</p>	
<p>_____ Correct Titles (1)</p> <p>_____ Resume Working Link (6)</p> <p>_____ Cover Letter Working Link (6)</p> <p>_____ References Listed (5) Must provide name, address, phone number, and email if appropriate.</p> <p>_____ Home Working Link (1)</p>	
<p>Career Interest Title Page (2)</p>	
<p>_____ Correct Title (1)</p> <p>_____ Next Link Working (1)</p>	
<p>Career Interest Content Page (13)</p>	
<p>_____ Correct Titles (1)</p> <p>_____ Correct Information (5) Include introductory paragraph for career summary.</p> <p>_____ Career Summary Link Working (6)</p> <p>_____ Home Working Link (1)</p>	
<p>Contact Information Page (7)</p>	
<p>_____ Correct Titles (1)</p> <p>_____ Correct Information (5) Name, Address, Phone Number, and Email/Web page (if appropriate)</p> <p>_____ Home Working Link (1)</p>	

Other (61)

- _____ Additional web page in an area of interest and may be included on any page. (5)
- _____ Aligned/Easy to read (5)
- _____ Professional with uniform colors and style (5)
- _____ Uniform Title Pages (5)
- _____ Include clear, readable information with small amounts of well-organized words. (5)
- _____ Template consistent throughout portfolio/professional appearance. (5)
- _____ Spelling correct. (10)
- _____ Grammar correct. (10)
- _____ Word choice appropriate. (5)
- _____ Saved Correctly (6)