

**7.04.02****RCLS 435: Employment Processes in Recreation and Leisure Services**  
**Electronic Portfolio Rubric***100 points*

| Item   | Point value |
|--|-------------|
| "About me" <ul style="list-style-type: none"><li>• Brief</li><li>• Professional</li><li>• Attention getting</li></ul>  | 30          |
| Resume <ul style="list-style-type: none"><li>• Format</li><li>• Content</li></ul>  | 15          |
| Samples of professional work <ul style="list-style-type: none"><li>• Sample #1<ul style="list-style-type: none"><li>• Appropriateness of selection</li><li>• Quality of work</li></ul></li><li>• Sample #2<ul style="list-style-type: none"><li>• Appropriateness of selection</li><li>• Quality of work</li></ul></li></ul> | 15          |
| Visually attractive and interesting <ul style="list-style-type: none"><li>• Includes photos and/or visual graphics</li><li>• Relevant to the individual</li><li>• Maintains Professionalism</li></ul>  | 30          |
| Perfect Grammar  | 10          |