**Health Science II Honors**

**Employment Portfolio**

**Project/Activity**:  The objective of this activity is to analyze several components related to seeking and finding employment as a health team member.

 Construct an **Employment Portfolio.** Your portfolio must include the following documents:

1. A **cover letter** describing why you want to be in Nursing Fundamentals.
2. A **resume** including a rough draft (with corrections) and a typed final draft.
3. Completed mock **job application** (one will be provided for you.)
4. **10 general interview Questions** to be asked by you during a job interview. Hint: Be prepared to ask thoughtful questions.
5. **Thank-you note** for the job interview

***\*\*\*SCROLL DOWN FOR RUBRIC\*\*\****

**Employment Portfolio Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **4 Excellent** | **Good** | **2 Fair** | **1 Poor** |
| **Cover Letter** | - Addressed to  evaluation  committee  -Free of  spelling and  grammar  - Career goal  described and  other relevant  information  - Dated letter with  signature line with  student’s full name  and signature  -Neat | - Addressed to  evaluation  committee  - Spelling and  grammar errors  are infrequent and  do not detract from  the writer’s  purpose  - Career goal  stated  - Dated letter with  signature line with  student’s full name  and signature  -Neat | - Not addressed to  evaluation  committee  - Spelling and  grammar errors are  frequent and deflect  attention from the  writer’s purpose  - Career goal stated  - Dated letter with  signature line with  student’s full name  and signature  -Messy | - Not addressed to  evaluation  committee  - Spelling and  grammar errors  are frequent and  severe making  reading laborious  - Career goal not  stated  -Messy |
| **Resume** | - One page  resume includes  name, address,  objective,  educational and  work experience,  honors, awards,  recognitions, and  other activities | - Resume missing  one of the required  fields or is longer  than one page | - Resume missing  two of the required  fields or is longer  than one page | - Resume missing  three or more of  the required fields  or is longer than  one page |
| **Interview Questions** | -3 well thought out questions  -1 question must be in reference to how the company shows appreciation to its employees | -2 well thought out questions  --1 question must be in reference to how the company shows appreciation to its employees | -1 well thought out questions  -Missing question in reference to how the company shows appreciation to its employees | - 0 questions  --Missing question in reference to how the company shows appreciation to its employees |
| **Thank You Letter** | -Neat  -Free of any grammatical errors  -Addressed appropriately | -Neat  - 1-2 grammatical errors  -Addressed appropriately | -Messy  -3-4 grammatical errors  -Not addressed appropriately | -Messy  -5+ grammatical errors  -Not addressed appropriately |