**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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **4Excellent**  | **Good** | **2Fair** | **1Poor** |
| **Cover Letter** | - Addressed to evaluation committee -Free ofspelling 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  |