



Portfolio Evaluation

Name		Program		Date		
Criteria	Comments	Performance Level				
		One	Two	Three		
Contains required content						
Well organized						
Clearly written						
Free of grammar problems						
Content accurate						
Content thorough						
Contains original work						
Shows creativity						
Demonstrates knowledge						
Shows skill development						
Neatly presented						
Appropriate for use in job search						

Rubric for Portfolio Evaluation

Criteria	Performance Level One	Performance Level Two	Performance Level Three
Contains required content	Missing many parts or significant ones	Nearly all parts included; may have small omissions	Contains all required content; may contain more than required
Well organized	No sense of order apparent; random arrangement	Minor problems with arrangement; may lack logical progression	Order follows table of contents in logical pattern
Clearly written	Written material lacks complete sentences; meaning hard to follow	Points made are understandable although not polished	Writing is clear and thoughtful, with understanding of vocabulary and phrasing
Free of grammar problems	Written material contains many grammar problems; hampers readability	Some grammar mistakes are present; no evidence of a serious problem	Few, if any, grammar problems; attention given to detail
Content accurate	Questionable material in terms of accuracy; may not have used resources	Effort made to make sure information is accurate; may be some questions	Evident that reliable resources were used; ideas carefully stated
Content thorough	Skimpy work; items lack complete coverage; missing information	Topics covered adequately but not in depth	Topics covered well; provides extra coverage that adds information and interest
Contains original work	Little attempt to do any original thinking; may have copied ideas from resources and peers	Effort made to come up with original ideas and materials	Highly successful in coming up with own ideas and materials; evident throughout; strong reliance on own skills
Shows creativity	Little or no attempt at presenting work in interesting, creative manner	Effort made to take a creative approach on most projects	Demonstrates highly creative approach; ideas and materials are distinctive and presented in interesting ways
Demonstrates knowledge	Material shows little mastery of subject	Material shows working knowledge of subject	Material shows mastery of subject and perhaps knowledge beyond that learned in class/training
Shows skill development	Few, if any, work samples show skills the staff has practiced and improved	Work samples show several skills the staff has practiced and improved	Skills are amply depicted in work samples; clearly shows how staff has advanced and acquired skills
Neatly presented	Poor appearance: ruffled, dirty papers; material not typed; lacks margins, headers, etc.	Acceptable appearance, but could use some improvement	Outstanding appearance, clean and neat; may have used design elements that add to presentation
Appropriate for use in job search	Would hinder staff when presented during a job interview	Would be helpful in showing abilities to a prospective employer	Promotes the staff in a very positive way; likely to contribute to securing a job