Assessment: e-Professional Portfolio

Objective:
You will design and submit a professional e-portfolio that demonstrates your readiness for the workplace. The portfolio should highlight your résumé, work samples, achievements, and credentials, following both **global best practices** (e.g., NACE competencies, Harvard OCS résumé guidelines) and **Philippine standards** (UP CAP employer expectations, RA 10173 compliance).

Requirements:
Your e-portfolio must include the following:

- **Professional Profile** (short bio or introduction)
- **Résumé** (ATS-friendly, 1 page, tailored to a specific role)
- **Work Samples / Artifacts** (3–5 items relevant to your target job)
- **Case Studies** (2 short STAR-format examples of achievements or projects)
- **Credentials/Certificates/Badges** (with redacted sensitive data)
- **References or Recommendations** (with permission, optional)
- **Compliance** with RA 10173 (no personal IDs, addresses, or confidential data)

Format and Platforms:

- You may use **Google Sites, Canva, Wix, Strikingly, WordPress, or Google Drive** to host your e-portfolio.
- Ensure it is **accessible via a shareable link**.
- File names should follow this format: *Lastname_Firstname_ePortfolio.pdf* (if submitting as a single file).

Submission Guidelines:

- Submit your portfolio link/file through the **Google Form provided by the course instructor.**
- Deadline: _____.
- Late submissions will follow the class policy on assessment deadlines.

Evaluation:

- Your e-portfolio will be assessed based on the **rubric provided below.**

MARKING CRITERIA & RUBRIC FOR E-PROFESSIONAL PORTFOLIO

CRITERIA	Exemplary 25 points	Proficient 20-24 points	Developing 15-19 points	Beginning 0-14 points
Content and Completeness	All required components (Résumé, Profile, Work Samples, Case Studies, Credentials, Compliance notes) are present, relevant, and fully tailored to a target role.	Most required components present; minor gaps in relevance or tailoring.	Some major components are missing or generic in presentation.	Portfolio incomplete; several missing or irrelevant components.
Professional Quality and Presentation	Portfolio is polished, concise, error-free, logically organized, and demonstrates professionalism in tone and format.	Mostly polished with minor grammar/formatting issues; generally professional.	Several errors in grammar/formatting; organization needs improvement.	Numerous errors, poor formatting, unprofessional in appearance.
Evidence and Impact (STAR Method)	Work samples and case studies clearly highlight measurable results using the STAR method; outcomes are specific and relevant to the role.	Some artifacts highlight measurable results; the STAR method was partially applied.	Limited evidence of results; descriptions are vague or generic.	No clear evidence of results; artifacts fail to show impact.
Design Accessibility and Compliance	Portfolio is easy to navigate, mobile-friendly, visually clear, résumé ATS-compliant, and fully respects RA 10173 (privacy-safe, redacted sensitive data).	Portfolio is mostly accessible; minor ATS/privacy issues.	Portfolio somewhat cluttered; accessibility or compliance lapses noted.	Portfolio is confusing to navigate, not ATS-compliant, and non-compliant with RA 10173.