

# OELL Requirements

## Rubrics

Passing scores on the Mock Interview Portfolio are, from highest to lowest, 6, 5, 4. All work must be neat, well-organized, grammatically correct, and without error.

The following pieces are a required part of your Mock Interview Portfolio:

- ☐ Cover Page, **typed**
- ☐ Cover Letter, **typed**
- ☐ Application, two (2) pages blue or black ink only; or **typed**
- ☐ Resume, **typed**
- ☐ Letter of Recommendation
- ☐ Activity Form
- ☐ Request for Transcript
- ☐ “Alcohol and Drug Policy” statement signed, *No-Drug or Alcohol testing will be done.*
- ☐ Thank you Letter, **typed**

The chart below displays the items you need to receive a 6, 5 or 4. Optional pieces can give you a higher score.

6	5	4
<input type="checkbox"/> Cover Page <input type="checkbox"/> Cover Letter, <b>typed</b> <input type="checkbox"/> Application / blue or black ink only or typed* <input type="checkbox"/> Resume, <b>typed</b> <input type="checkbox"/> Letter of Recommendation <input type="checkbox"/> Activity Form <input type="checkbox"/> Request for Transcript <input type="checkbox"/> “Alcohol and Drug Policy” statement signed, <i>No-Drug or Alcohol testing will be done.</i> <input type="checkbox"/> Employability Card Application (approved) <input type="checkbox"/> Thank you Letter, <b>typed</b>  Optional pieces (2) Choose from: <ul style="list-style-type: none"> <li>• Post Graduate Plan (see packet, neatly printed in blue or black ink)</li> <li>• Additional letters of recommendation</li> <li>• Request for letters of recommendation</li> <li>• Certificates</li> <li>• Awards</li> <li>• Sample of best work, any course</li> </ul>	<input type="checkbox"/> Cover Page <input type="checkbox"/> Cover Letter, <b>typed</b> <input type="checkbox"/> Application / blue or black ink only or typed* <input type="checkbox"/> Resume, <b>typed</b> <input type="checkbox"/> Letter of Recommendation <input type="checkbox"/> Activity Form <input type="checkbox"/> Request for Transcript <input type="checkbox"/> “Alcohol and Drug Policy” statement signed, <i>No-Drug or Alcohol testing will be done.</i> <input type="checkbox"/> Employability Card Application (approved) <input type="checkbox"/> Thank you Letter, <b>typed</b>  Optional piece (1) Choose from: <ul style="list-style-type: none"> <li>• Post Graduate Plan (see packet, neatly printed in blue or black ink)</li> <li>• Additional letters of recommendation</li> <li>• Request for letters of recommendation</li> <li>• Certificates</li> <li>• Awards</li> <li>• Sample of best work, any course</li> </ul>	<input type="checkbox"/> Cover Page <input type="checkbox"/> Cover Letter, <b>typed</b> <input type="checkbox"/> Application / blue or black ink only or typed* <input type="checkbox"/> Resume, <b>typed</b> <input type="checkbox"/> Letter of Recommendation <input type="checkbox"/> Activity Form <input type="checkbox"/> Request for Transcript <input type="checkbox"/> “Alcohol and Drug Policy” statement signed, <i>No-Drug or Alcohol testing will be done.</i> <input type="checkbox"/> Employability card application-completed with teachers’ signatures, even if with a ‘No’. <input type="checkbox"/> Thank you Letter, <b>typed</b>  No Optional pieces included.