**UNIV B201 Career Management- Anh Nguyen**

# LinkedIn Profile Grading Rubric

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You will receive up to two points for every successfully completed portion of your LinkedIn profile. Please note that the assignment is worth 20 points. You must receive a minimum of 12 points to receive credit for this assignment.

|  |  |
| --- | --- |
| Sections | **POINTS** |
| Profile (4 points)  * **Name / Customize URL:** Include your first and last name and edit your profile to customize your Linkedin URL (first and last name is recommended) * **Professional Headline:** Write a headline that can give users a better sense of your skills and career goals. You can choose to do this with keywords or a one-line phrase. You should not list your job title and company. * **Industry:** Select an industry where you want people to find you. If you are looking for a position in a specific field, make sure to choose a relevant industry for that position. * **Photo:** Select and upload a professional photo. | 2 – SMILE! You look mean in your picture.Also, write a Professional headline… not the Drexel Student |
| Summary (2 Points)  * Use this section to write a **2-4 paragraph summary** of your experiences, industry skills, and career objectives. | 2 |
| Work Experience (2 points)  * List your work and volunteer experience(s), include the company/organization name, title, dates and bullets describing your accomplishments as well as summarizing the experience. Use bullet points directly from your resume. | 2 |
| Project Work (2 Points)  * Select and hyperlink **at least two** work or academic projects as a weblink, that highlight your relevant skills and abilities. Include **5-7 sentences** that describe the project relevance. | 0 |
| leadership/Volunteer Work (1 points)  * Add organizations or volunteer work that you are involved with on or off-campus. Document any special roles or leadership positions and include **3-5 sentences** of the experience. | 0 |
| Education/Honors & AwardS/activities (3 Points)  * **Education:** Include Drexel University and any other past institutions, formal degree title, concentrations/minors, and graduation date. * **Honors & Awards:** Share any relevant honors or awards. (Note: high school awards are not relevant at this point in your career) * **Activities:** Include a list of student organizations/activities you are currently or have been involved with while at Drexel University. Document dates, names of organizations, and any leadership roles. | 3 |
| Groups/Professional Associations (2 PointS)  * Identify and join **three relevant professional groups**. Select **Groups** from the drop down menu and type in key words (concentration, city, state, or industry) into the search box in order to identify relevant. | Join 3 groups |
| Connections (2 Points)  * Add a minimum of **20 connections** to your profile. | 2 |
| Skills & Expertise (2 Points)  * Include at least **three skills** you possess, including software, language, and any relevant industry skills. (Examples: Microsoft Excel, Social Media, Public Speaking, Strategy) | 2 |
| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 13 |

**Comments:**

**UNIV B201 Career Management- Jiawa Zhuang**

# LinkedIn Profile Grading Rubric

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| Summary (2 Points)  * Use this section to write a **2-4 paragraph summary** of your experiences, industry skills, and career objectives. | 2 |
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| Project Work (2 Points)  * Select and hyperlink **at least two** work or academic projects as a weblink, that highlight your relevant skills and abilities. Include **5-7 sentences** that describe the project relevance. | 2 |
| leadership/Volunteer Work (1 points)  * Add organizations or volunteer work that you are involved with on or off-campus. Document any special roles or leadership positions and include **3-5 sentences** of the experience. | 1 |
| Education/Honors & AwardS/activities (3 Points)  * **Education:** Include Drexel University and any other past institutions, formal degree title, concentrations/minors, and graduation date. * **Honors & Awards:** Share any relevant honors or awards. (Note: high school awards are not relevant at this point in your career) * **Activities:** Include a list of student organizations/activities you are currently or have been involved with while at Drexel University. Document dates, names of organizations, and any leadership roles. | 3 |
| Groups/Professional Associations (2 PointS)  * Identify and join **three relevant professional groups**. Select **Groups** from the drop down menu and type in key words (concentration, city, state, or industry) into the search box in order to identify relevant. | 2 |
| Connections (2 Points)  * Add a minimum of **20 connections** to your profile. | 2 |
| Skills & Expertise (2 Points)  * Include at least **three skills** you possess, including software, language, and any relevant industry skills. (Examples: Microsoft Excel, Social Media, Public Speaking, Strategy) | 2 |
| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 20 |

**Comments:**

**UNIV B201 Career Management- Ngoc (Lexi) Dao**

# LinkedIn Profile Grading Rubric

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| Summary (2 Points)  * Use this section to write a **2-4 paragraph summary** of your experiences, industry skills, and career objectives. | 2 |
| Work Experience (2 points)  * List your work and volunteer experience(s), include the company/organization name, title, dates and bullets describing your accomplishments as well as summarizing the experience. Use bullet points directly from your resume. | 2 |
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| leadership/Volunteer Work (1 points)  * Add organizations or volunteer work that you are involved with on or off-campus. Document any special roles or leadership positions and include **3-5 sentences** of the experience. | 0 |
| Education/Honors & AwardS/activities (3 Points)  * **Education:** Include Drexel University and any other past institutions, formal degree title, concentrations/minors, and graduation date. * **Honors & Awards:** Share any relevant honors or awards. (Note: high school awards are not relevant at this point in your career) * **Activities:** Include a list of student organizations/activities you are currently or have been involved with while at Drexel University. Document dates, names of organizations, and any leadership roles. | 3 |
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| Connections (2 Points)  * Add a minimum of **20 connections** to your profile. | 2 |
| Skills & Expertise (2 Points)  * Include at least **three skills** you possess, including software, language, and any relevant industry skills. (Examples: Microsoft Excel, Social Media, Public Speaking, Strategy) | 2 |
| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 17 |

**UNIV B201 Career Management- Febby Irenika**

# LinkedIn Profile Grading Rubric

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| Summary (2 Points)  * Use this section to write a **2-4 paragraph summary** of your experiences, industry skills, and career objectives. | 2 |
| Work Experience (2 points)  * List your work and volunteer experience(s), include the company/organization name, title, dates and bullets describing your accomplishments as well as summarizing the experience. Use bullet points directly from your resume. | 1 – need job description for 1st job |
| Project Work (2 Points)  * Select and hyperlink **at least two** work or academic projects as a weblink, that highlight your relevant skills and abilities. Include **5-7 sentences** that describe the project relevance. | 0 |
| leadership/Volunteer Work (1 points)  * Add organizations or volunteer work that you are involved with on or off-campus. Document any special roles or leadership positions and include **3-5 sentences** of the experience. | 0 |
| Education/Honors & AwardS/activities (3 Points)  * **Education:** Include Drexel University and any other past institutions, formal degree title, concentrations/minors, and graduation date. * **Honors & Awards:** Share any relevant honors or awards. (Note: high school awards are not relevant at this point in your career) * **Activities:** Include a list of student organizations/activities you are currently or have been involved with while at Drexel University. Document dates, names of organizations, and any leadership roles. | 3 |
| Groups/Professional Associations (2 PointS)  * Identify and join **three relevant professional groups**. Select **Groups** from the drop down menu and type in key words (concentration, city, state, or industry) into the search box in order to identify relevant. | 1 – Need to join 3 groups |
| Connections (2 Points)  * Add a minimum of **20 connections** to your profile. | 2 |
| Skills & Expertise (2 Points)  * Include at least **three skills** you possess, including software, language, and any relevant industry skills. (Examples: Microsoft Excel, Social Media, Public Speaking, Strategy) | 2 |
| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 17 |

**UNIV B201 Career Management- Tu Mai**

# LinkedIn Profile Grading Rubric

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| leadership/Volunteer Work (1 points)  * Add organizations or volunteer work that you are involved with on or off-campus. Document any special roles or leadership positions and include **3-5 sentences** of the experience. | 1 |
| Education/Honors & AwardS/activities (3 Points)  * **Education:** Include Drexel University and any other past institutions, formal degree title, concentrations/minors, and graduation date. * **Honors & Awards:** Share any relevant honors or awards. (Note: high school awards are not relevant at this point in your career) * **Activities:** Include a list of student organizations/activities you are currently or have been involved with while at Drexel University. Document dates, names of organizations, and any leadership roles. | 3 |
| Groups/Professional Associations (2 PointS)  * Identify and join **three relevant professional groups**. Select **Groups** from the drop down menu and type in key words (concentration, city, state, or industry) into the search box in order to identify relevant. | 1 – Need to join 3 groups |
| Connections (2 Points)  * Add a minimum of **20 connections** to your profile. | 2 |
| Skills & Expertise (2 Points)  * Include at least **three skills** you possess, including software, language, and any relevant industry skills. (Examples: Microsoft Excel, Social Media, Public Speaking, Strategy) | 2 |
| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 19 |

**UNIV B201 Career Management- Nicole Respond**

# LinkedIn Profile Grading Rubric

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| Summary (2 Points)  * Use this section to write a **2-4 paragraph summary** of your experiences, industry skills, and career objectives. | 2 |
| Work Experience (2 points)  * List your work and volunteer experience(s), include the company/organization name, title, dates and bullets describing your accomplishments as well as summarizing the experience. Use bullet points directly from your resume. | 2 |
| Project Work (2 Points)  * Select and hyperlink **at least two** work or academic projects as a weblink, that highlight your relevant skills and abilities. Include **5-7 sentences** that describe the project relevance. | 0 |
| leadership/Volunteer Work (1 points)  * Add organizations or volunteer work that you are involved with on or off-campus. Document any special roles or leadership positions and include **3-5 sentences** of the experience. | 1 |
| Education/Honors & AwardS/activities (3 Points)  * **Education:** Include Drexel University and any other past institutions, formal degree title, concentrations/minors, and graduation date. * **Honors & Awards:** Share any relevant honors or awards. (Note: high school awards are not relevant at this point in your career) * **Activities:** Include a list of student organizations/activities you are currently or have been involved with while at Drexel University. Document dates, names of organizations, and any leadership roles. | 3 |
| Groups/Professional Associations (2 PointS)  * Identify and join **three relevant professional groups**. Select **Groups** from the drop down menu and type in key words (concentration, city, state, or industry) into the search box in order to identify relevant. | 2 |
| Connections (2 Points)  * Add a minimum of **20 connections** to your profile. | 2 |
| Skills & Expertise (2 Points)  * Include at least **three skills** you possess, including software, language, and any relevant industry skills. (Examples: Microsoft Excel, Social Media, Public Speaking, Strategy) | 2 |
| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 18 |

**UNIV B201 Career Management- Matthew Herman**

# LinkedIn Profile Grading Rubric

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| Summary (2 Points)  * Use this section to write a **2-4 paragraph summary** of your experiences, industry skills, and career objectives. | 2 |
| Work Experience (2 points)  * List your work and volunteer experience(s), include the company/organization name, title, dates and bullets describing your accomplishments as well as summarizing the experience. Use bullet points directly from your resume. | 2-Generally use bullets, not first-person paragraphs |
| Project Work (2 Points)  * Select and hyperlink **at least two** work or academic projects as a weblink, that highlight your relevant skills and abilities. Include **5-7 sentences** that describe the project relevance. | 2 |
| leadership/Volunteer Work (1 points)  * Add organizations or volunteer work that you are involved with on or off-campus. Document any special roles or leadership positions and include **3-5 sentences** of the experience. | 1 |
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| Groups/Professional Associations (2 PointS)  * Identify and join **three relevant professional groups**. Select **Groups** from the drop down menu and type in key words (concentration, city, state, or industry) into the search box in order to identify relevant. | 1 – Need to join 3 groups |
| Connections (2 Points)  * Add a minimum of **20 connections** to your profile. | 2 |
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| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 18 |

**UNIV B201 Career Management- Madison Conner**

# LinkedIn Profile Grading Rubric

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| Project Work (2 Points)  * Select and hyperlink **at least two** work or academic projects as a weblink, that highlight your relevant skills and abilities. Include **5-7 sentences** that describe the project relevance. | 0 |
| leadership/Volunteer Work (1 points)  * Add organizations or volunteer work that you are involved with on or off-campus. Document any special roles or leadership positions and include **3-5 sentences** of the experience. | 0 |
| Education/Honors & AwardS/activities (3 Points)  * **Education:** Include Drexel University and any other past institutions, formal degree title, concentrations/minors, and graduation date. * **Honors & Awards:** Share any relevant honors or awards. (Note: high school awards are not relevant at this point in your career) * **Activities:** Include a list of student organizations/activities you are currently or have been involved with while at Drexel University. Document dates, names of organizations, and any leadership roles. | 1 |
| Groups/Professional Associations (2 PointS)  * Identify and join **three relevant professional groups**. Select **Groups** from the drop down menu and type in key words (concentration, city, state, or industry) into the search box in order to identify relevant. | 1 – Need to join 3 groups |
| Connections (2 Points)  * Add a minimum of **20 connections** to your profile. | 1 – need 20 |
| Skills & Expertise (2 Points)  * Include at least **three skills** you possess, including software, language, and any relevant industry skills. (Examples: Microsoft Excel, Social Media, Public Speaking, Strategy) | 2 |
| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 12 |

**UNIV B201 Career Management- Xiaoyu Xiang**

# LinkedIn Profile Grading Rubric

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| leadership/Volunteer Work (1 points)  * Add organizations or volunteer work that you are involved with on or off-campus. Document any special roles or leadership positions and include **3-5 sentences** of the experience. | 0 |
| Education/Honors & AwardS/activities (3 Points)  * **Education:** Include Drexel University and any other past institutions, formal degree title, concentrations/minors, and graduation date. * **Honors & Awards:** Share any relevant honors or awards. (Note: high school awards are not relevant at this point in your career) * **Activities:** Include a list of student organizations/activities you are currently or have been involved with while at Drexel University. Document dates, names of organizations, and any leadership roles. | 1 |
| Groups/Professional Associations (2 PointS)  * Identify and join **three relevant professional groups**. Select **Groups** from the drop down menu and type in key words (concentration, city, state, or industry) into the search box in order to identify relevant. | 0 – Need to join 3 groups |
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| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 14 |

**UNIV B201 Career Management- Michael Ambler**

# LinkedIn Profile Grading Rubric

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| Work Experience (2 points)  * List your work and volunteer experience(s), include the company/organization name, title, dates and bullets describing your accomplishments as well as summarizing the experience. Use bullet points directly from your resume. | 2 |
| Project Work (2 Points)  * Select and hyperlink **at least two** work or academic projects as a weblink, that highlight your relevant skills and abilities. Include **5-7 sentences** that describe the project relevance. | 2 |
| leadership/Volunteer Work (1 points)  * Add organizations or volunteer work that you are involved with on or off-campus. Document any special roles or leadership positions and include **3-5 sentences** of the experience. | 1 |
| Education/Honors & AwardS/activities (3 Points)  * **Education:** Include Drexel University and any other past institutions, formal degree title, concentrations/minors, and graduation date. * **Honors & Awards:** Share any relevant honors or awards. (Note: high school awards are not relevant at this point in your career) * **Activities:** Include a list of student organizations/activities you are currently or have been involved with while at Drexel University. Document dates, names of organizations, and any leadership roles. | 2 |
| Groups/Professional Associations (2 PointS)  * Identify and join **three relevant professional groups**. Select **Groups** from the drop down menu and type in key words (concentration, city, state, or industry) into the search box in order to identify relevant. | 0 – Need to join 3 groups |
| Connections (2 Points)  * Add a minimum of **20 connections** to your profile. | 2 |
| Skills & Expertise (2 Points)  * Include at least **three skills** you possess, including software, language, and any relevant industry skills. (Examples: Microsoft Excel, Social Media, Public Speaking, Strategy) | 2 |
| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 17 |

**UNIV B201 Career Management- Siyu Song**

# LinkedIn Profile Grading Rubric

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You will receive up to two points for every successfully completed portion of your LinkedIn profile. Please note that the assignment is worth 20 points. You must receive a minimum of 12 points to receive credit for this assignment.

|  |  |
| --- | --- |
| Sections | **POINTS** |
| Profile (4 points)  * **Name / Customize URL:** Include your first and last name and edit your profile to customize your Linkedin URL (first and last name is recommended) * **Professional Headline:** Write a headline that can give users a better sense of your skills and career goals. You can choose to do this with keywords or a one-line phrase. You should not list your job title and company. * **Industry:** Select an industry where you want people to find you. If you are looking for a position in a specific field, make sure to choose a relevant industry for that position. * **Photo:** Select and upload a professional photo. | 3 |
| Summary (2 Points)  * Use this section to write a **2-4 paragraph summary** of your experiences, industry skills, and career objectives. | 2 |
| Work Experience (2 points)  * List your work and volunteer experience(s), include the company/organization name, title, dates and bullets describing your accomplishments as well as summarizing the experience. Use bullet points directly from your resume. | 2 |
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| Groups/Professional Associations (2 PointS)  * Identify and join **three relevant professional groups**. Select **Groups** from the drop down menu and type in key words (concentration, city, state, or industry) into the search box in order to identify relevant. | 0 – Need to join 3 groups |
| Connections (2 Points)  * Add a minimum of **20 connections** to your profile. | 2 |
| Skills & Expertise (2 Points)  * Include at least **three skills** you possess, including software, language, and any relevant industry skills. (Examples: Microsoft Excel, Social Media, Public Speaking, Strategy) | 2 |
| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 18 |

**UNIV B201 Career Management- Jeffrey Clark**

# LinkedIn Profile Grading Rubric

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| Work Experience (2 points)  * List your work and volunteer experience(s), include the company/organization name, title, dates and bullets describing your accomplishments as well as summarizing the experience. Use bullet points directly from your resume. | 2 |
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| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 19 |

**UNIV B201 Career Management- Zafareis Arkranis**

# LinkedIn Profile Grading Rubric

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| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 20 |

**UNIV B201 Career Management- Zachary Melnick**

# LinkedIn Profile Grading Rubric

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| Groups/Professional Associations (2 PointS)  * Identify and join **three relevant professional groups**. Select **Groups** from the drop down menu and type in key words (concentration, city, state, or industry) into the search box in order to identify relevant. | 0 Need to JOIN 3 groups |
| Connections (2 Points)  * Add a minimum of **20 connections** to your profile. | 2 |
| Skills & Expertise (2 Points)  * Include at least **three skills** you possess, including software, language, and any relevant industry skills. (Examples: Microsoft Excel, Social Media, Public Speaking, Strategy) | 2 |
| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 11 |

**UNIV B201 Career Management- Bryant Andrews**

# LinkedIn Profile Grading Rubric

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| Total POINTS | 11 |

**UNIV B201 Career Management- Christopher Wolfington**

# LinkedIn Profile Grading Rubric

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| recommendations (Extra Credit – 2 Points)  * Add at least **one recommendation** to your profile; click on the **Asked to be recommended** tab to seek out professional or academic recommendations. | 0 |
| Total POINTS | 12 |

**UNIV B201 Career Management- Nghi Le**

# LinkedIn Profile Grading Rubric

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| Total POINTS | 20 |