

Peer Review Form

To:

From:

Date:

Subject:

1. First Impressions

- a. Are all components of the profile completed?
- b. Does the profile read in a professional manner?
 - i. Language
 - ii. Tone
- c. Does the profile target a specific field?

2. Profile Photo

- a. Does it capture the person's face clearly?
- b. Is this a professional photo?
 - i. Wearing formal/professional clothing?

3. Headline

- a. Is the headline concise and clear?
- b. Does it indicate their profession/ambition in a certain field?

4. Summary

- a. Does the summary contain all the elements asked of assignment 2:2?
 - i. Objectives
 - ii. Skills
 - iii. Personable
 - iv. Professional
- b. Is the summary a good length?
- c. Is there anything that is missing or should be added?

5. Work Experience

- a. What style did they choose? Chronological or functional?
 - i. Does it seem appropriate?
- b. Does it have an appropriate concise description?
- c. Are all areas filled in?
 - i. Date Started
 - ii. Dated Finished
 - iii. Current Work

6. Volunteer Experience

- a. If there is any volunteer experience?
 - i. Is it pertinent to the field?
 - ii. Description filled in?

7. Engagement

- a. Are there a good number of connections?
- b. Do they post on their profile?
- c. Are there recommendations?

8. Grammar

- a. Any grammar or spelling errors?
- b. Any areas that could be worded better?

9. Final Thoughts

- a. Does the profile present the person in a professional matter?
- b. Anything that particularly stood out in the profile?
 - i. Highlight good components
 - ii. Suggest any improvements