

CRITERIA: Area of Evaluation
A: Introduction
Interview: asked important and relevant questions; reasonable time spent
Cover page: Confirmed ID; discussion of "self-discovery"
Table of Contents (ToC): When to use this report (to encourage future use)
ToC or "4 Windows" page: Set up % of time to be spent in each section
4 Windows page: Importance of 4:4 fit; possible examples given
Explanation of Scales and Scores, including mid-range, introductory discussion of personality
B: Personality
Personality: Main factor, description, sought client confirmation
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation
Personality: Career Implications (Client ID of the most important ones; any not apply)
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation
Strengths/Non-strengths: clear explanation, markings, summary, "homework"
Money Page Discussion
Critical Life Issues: appropriate discussion
C: Interests
Circle graph: good explanations of how the client's interests are distributed; good questions

Explanation of V/S/L interest levels, with examples
Working through Interests appropriately
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)
Appropriate review of Lowest Interest Groups; red flags noted if applicable
D: Skills
Skills: appropriate review including any red flags within the Lowest Skills section
E: Values
WE, WO and LV: Asked for further explanation of how client values them when needed/helpful
WE, WO and LV: Any others needed to be added (top 5?) Any thing low in Values that should be noted/pointed out/asked about?
F: Interactive Action Plan
Synthesis Process: Creating the Donut
Synthesis Process: Create a Funnel with client
Next Steps: O*Net navigations
G: ICF Core Competency Standards
Cultivates trust & safety for the client
Maintains presence
Listens actively to client
Evokes awareness - ask questions
Facilitates client's growth

Career Direct - Personal Consultation Rubric

Greatly Exceeds Expectations (Excellent)	Exceeds Expectations (Good)	Meets Expectations (Satisfactory)	Below Expectations (Fair)	Does Not Meet Expectations (Poor)
5 Points	4 points	3 points	2 points	1 point
	y			
y				
y				y
y				
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	y			
		y		
	y			

Comments
She didn't mention the 4:4 fit, but explained the 4 parts well
I'm not sure the homework was strong enough

I don't recall examples

I really like how she did this

I felt like she could have explained them a little bit better, or be a little more excited here

I didn't have access to the Action Plan online, so we did a sketch

She didn't go through the funnel with me, so we didn't have an opportunity to test any occupations