

**Career Direct - Personal Consultation Rubric**

<b>CRITERIA: Area of Evaluation</b>	<b>Greatly Exceeds Expectations (Excellent) 5 Points</b>	<b>Exceeds Expectations (Good) 4 points</b>	<b>Meets Expectations (Satisfactory) 3 points</b>	<b>Below Expectations (Fair) 2 points</b>	<b>Does Not Meet Expectations (Poor) 1 point</b>	<b>Comments</b>
<b>A: Introduction</b>						
Interview: asked important and relevant questions; reasonable time spent						
Cover page: Confirmed ID; discussion of "self-discovery"	x					
Table of Contents : When to use this report (to encourage future use)	x					
4 Windows page: Explain	x					
Explanation of Scales and Scores, including mid-range, introductory discussion of personality	x					
<b>B: Personality</b>						
Personality: Main factor, description, sought client confirmation						beautiful and very gently, the client learned about the professional mismatch, the client got a lot of recognition for achievements despite the fact that he went against himself
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation	x					yes!
Personality: Career Implications (Client ID of the most important ones; any not apply)	x					explained clearly
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation	x					Dairen was reading Implications
Strengths/Non-strengths: clear explanation, markings, summary, "homework"	x					yo had a discussion- trainer asks and listens the answers
Money Page Discussion	x					everything explained by the trainer: strengths/ non-strengths, it was marked, summarized - very clearly with using Interactive Action Plan
Critical Life Issues: appropriate discussion	x					appreciation that with such a professional mismatch, no masses of stress
<b>C: Interests</b>						
Circle graph: good explanations of how the client's interests are distributed; good questions	x					yes, yes, yes
Explanation of Vocation/Support/LiveStyle interest levels, with examples	x					yes, working with donut from Interactive Action Plan, the client engaged in the process
Working through Interests appropriately	x					
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)	x					
Appropriate review of Lowest Interest Groups; red flags noted if applicable		x				fast but enough to notice
<b>D: Skills</b>						
Skills: appropriate review including any red flags within the Lowest Skills section	x					the client has received a huge appreciation
<b>E: Values</b>						
Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful	x					it was the time for the client to think again about her values
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?						
<b>F: Interactive Action Plan</b>						
Synthesis Process: Creating the Donut	x					
Synthesis Process: Create a Funnel with client	?					maybe I didn't noticed when they were talking/using funnel? I did not see this
Next Steps: O*Net navigations	?					
<b>G: ICF Core Competency Standards</b>						
Cultivates trust & safety for the client	x					very much, the atmosphere of trust and safety from the very beginning of the consultation
Maintains presence	x					I liked when you have noticed Precious was bored- you started to ask her, to feel her engaged
Listens actively to client	x					waiting for her answers, giving her time to think
Evokes awareness - ask questions	x					yes, during all the consultation
Facilitates client's growth	x					yes, very much