

matk

Career Direct - Personal Consultation Rubric

CRITERIA: Area of Evaluation	Greatly Exceeds Expectations (Excellent) 5 Points	Exceeds Expectations (Good) 4 points	Meets Expectations (Satisfactory) 3 points	Below Expectations (Fair) 2 points	Does Not Meet Expectations (Poor) 1 point	Comments
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 VE, 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	✓	✓	✓	✓	✓	