

**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 : When to use this report (to encourage future use)

4 Windows page: Explain

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 Vocation/Support/LiveStyle 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
<b>D: Skills</b>
Skills: appropriate review including any red flags within the Lowest Skills section
<b>E: Values</b>
Work Environment, Work Outcomes and Life Values 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?
<b>F: Interactive Action Plan</b>
Synthesis Process: Creating the Donut
Synthesis Process: Create a Funnel with client
Next Steps: O*Net navigations
<b>G: ICF Core Competency Standards</b>
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
				1
		3		
	4			
5				
5				
5				
5				
5				
5				
5				1
5				
5				
			2	

5				
5				
			3	
		4		
5				
5				
5				
				1
				1
		4		
5				
		4		
5				
5				

**Comments**

**Explained where her current job is on the T scale and where she is and explain defenitions. Let client**

**Ask what is included in her current work, keeps bringing up what he rather think she should focus on**

**Also sometimes asks friend who accompanied her to the consultation. Also refers back to the ques**

**Filling in the tick list and explaining when she is unsure.**

**Did not talk about money at all.**

Talked about stress and her current situation.

Never explained the definitions, but did ask her if this was a hobby or a job for her

Go through every interest and ask good questions and compare interests with each other.
Did the donut, asked her what she thinks and then gives his opinion. Did the action plan also with her
<b>Went back at the end and showed her where her current job is in the lower area of her interests</b>
<b>Briefly had a conversation and just confirmed what he said previously with interests and personalit</b>
Explained, with examples and how it fits into her report.
Pointed the lower ones out and why it is there and what is more important.
Did not do the funnel
Did not show her O*Net
Built trust during the consultation, made himself sound that he knows what he does.
Kept it focused, with lots of examples and constantly refered back to previously stated things.
Did not let her have a lot of time to talk, he did most of the talking, but he listened and asked questio
Definitely made her aware, asked a lot of questions.
Definitely facilitated growth, definitely made her think and realise what she needs to do.

It read the document and asked them if it is them.

on to change careers.

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