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| <b>CRITERIA: Area of Evaluation</b>                                                                                                       |
| <b>A: Introduction</b>                                                                                                                    |
| 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>B: Personality</b>                                                                                                                     |
| 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                                                                                              |
| <b>C: Interests</b>                                                                                                                       |
| 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<br>Expectations<br>(Excellent) | Exceeds<br>Expectations<br>(Good) | Meets<br>Expectations<br>(Satisfactory) | Below<br>Expectations<br>(Fair) | Does Not<br>Meet<br>Expectations<br>(Poor) |
|------------------------------------------------|-----------------------------------|-----------------------------------------|---------------------------------|--------------------------------------------|
| 5 Points                                       | 4 points                          | 3 points                                | 2 points                        | 1 point                                    |
|                                                |                                   |                                         |                                 |                                            |
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| Not completed                                                             |
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| Some comments/terms might be taken offensive depending on the person      |
|                                                                           |
|                                                                           |
| With client, yes. Person sitting into session may have been really bored. |
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