

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
D: Skills
Skills: appropriate review including any red flags within the Lowest Skills section
E: Values
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?
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



Comments

Asks her about her career goals, her hobbies (softball coach), What she needs from her career financial

She gives the client a detailed explanations with examples to better explain

She explains the different colours on the scales, how to interpret them, but also asks the client many q

She asks the client if the description suits her before continuing with a more indepth explanation, and 1

She explains the sub-factors but also explains how they factor in with other factors/subfactors. She also regularly asks the client if the scores resonate with her

She explains the process and gives suggestions on how to make decisions if she's unsure about a streng

She explains why they call it the money page and how the money can be useful during job interviews.

She expresses curiosity, and offers to send her resources for budget coaching.

Gives an indepth explanation of the circle graph and how the interests are arranged

She gives a satisfactory explanation of the four interest levels	
She works through the interests and patiently listens to the client.	
Because they already discussed most of the relevant areas they don't really discuss this much, but she	
She discusses the lower interest groups in a lighthearted manner, and explaining/relating to the client'	
She clarifies what this section is and isnt, she constantly asks the client questions, and elaborates on w	
She asks on a superficial level, but if the client responds ambiguously she asks	
During their discussion, she realises "Equality" and "Flexible hours" should be rated higher, and she off	
I'm not sure how long it's been since their previous meeting, but I feel like she could have given a refre	
She works through the process with the client, elaborates when appropriate, and constantly asks for fe	
She doesn't really work through O*Net, and only loosely instructs the client to visit the site (unless I'm	
She's warm and accepting throughout both sessions	
She's constantly interacting with the client and helps her through the different stages of the synthesis	
She is constantly asking the client questions (open-ended and closed) and tries to clarify when the clier	
As previously mentioned, she's constantly asking the client questions, and sometimes asks her to elabc	
I'm not sure whether she facilitates 'growth'...she's helps by directing the client but I didn't necessarily	

lly, her ideas about what her life will look like, and her spiritual life. Sh also asks about her hobbies and likes.

uestions to involve her in the discussion

then explaining how this trait is relevant to specific careers

gth/weakness. She also elaborates on definitions to help the client better understand. I feel like she could've

does ask the client to elaborate on self-employment, missions, and administrative tasks

s frustrations with these interest groups.

hy it's important for the client to know her lowest scoring skills

ers to incorporate those values in the Synthesis process

sher (even if unnecessary), and while she asked if everything was clear, she kind of glossed over this section.

edback from the client.

just misunderstanding what O*Net is...)

process

it doesn't understand something

rate when she's not sure about her answer

interpret it as facilitating 'growth'.

· explained WHY she assigned the homework, because I dont think clients would do it just because the consu

Client told them to do it (especially if the client is Dominant/Unstructured)