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

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
5				
5				
5				
5				
5				
5				
5				
	4			

Career Direct - Personal Consultation Rubric

5				
	4			
5				
5				
5				
5				
5				
5				
5				

	4			
5				
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Comments

You were very personable in your approach to starting the conversation

I think this is the part where you talk about the Occupational Questionaire and this is very interesting. I like that you went through parts of this to clarify and get a background on her before moving forward. This seems important for better understanding why she is taking this. You pointed out a few things that you noticed and I feel that this helps the client understand that this was an important piece for them to fill out. It wasn't wasted time!

Excellent! I loved how you gave examples for how she can use this in the future. You pointed out very clearly how this was not meant to be a one time use, but that there are multiple uses - job change; role change within work place (promotion), etc.

It was great to hear how you explained (just as in the previous video) the four parts factors and a few of the subfactors for each of the four parts. You also explained why it is so important that you have all four parts to match the occupation - matching two is simply 50% - failing grade in school; matching 3 parts is 75% - mediocre, just average and God didn't create us to live in the mediocre.

I think you did a great job of using the example to give them a taste of what lies ahead as you together look at Laura's results. You explained what the different colored bars represent and even expressed that there are no "bad" or "negative" personality characteristics which I think is key. It is easy to assume this kind of thing!!!!!

You explained this well, reading some sections and stopping to ALWAYS confirm that this fits her

Same as above

I only give this a 4 because I couldn't see it on the video although I know you were doing it. So, maybe it should actually be a "5"

Yes, did this very well and stopped to confirmed again or stopped if she had questions or wanted to explain further; also, you gave tips along the way as to how you can use these things you know about yourself in practical ways. For instance, you shared some traits that she may need to inquire further at a job interview as to how a potential employer and job environment functions to fit that area of your personality that she would like to work in; There was a lot of good discussion around differences and desires in the work place / occupation

I am noting a '4" here only because there was one time where you all were talking about how you are unstructrued and your husband helps balance you out. Apprently, this is not how Lauren and her husband function as he is also unstructed and she gave an example of how this can negatively effect them at times. So, my suggestion would be to ask a general question about whether there are ways that her husband balances her out in some ways. I think you could give your example, but rather than ask if her relationship works that way too, leave it more open ended and ask how there differences help to balance out some of her non-strengths. - Just a thought.

You went through each of these and marked them as you are supposed to with a check, check plus, partial check or mark out, but I couldn't see it happaning on the page; you also remind Laura how some traits are balanced out by other characterastics that she has (ex: compassion). I also liked hearing Lauren's thought process in this! YOu also reminded her how to use this page specifically in a job interview!!!

This was great to go through with Lauren. I like how you shared some resources with her, like the Crown Financial training/support / teaching!!!!

You gave her a good intro for this showing her what the different colors mean and pointing out the categories and sup-categories!

You define this very clearly with examples and walk through each aspect with Lauren

Gave Lauren time to share her insights throughout this as well. I think this helped to solidify even more what she is looking for in a future job

Nothing stands out, but it all seems really good; summary is a great reminder of everything!

Nothing stands out, but it all seems really good; Checking to see if you/her missed anything which was really good

Reminder that this was not an apptitude test, but rather what you think are your skills. Also, checking that these line up in order of high skill to low skill and whether it looks accurate. Also, you reminded her to look at the lowest four skill areas and that whatever your job may be, you don't want to have many of these skills necessary in your job since it is not a NATURAL SKILLS. Gave time for questions, red flags that she was wondering about and you answered well.   Only reason that I gave a 4 is because I don't remember you really explaining the difference between NATURAL SKILLS AND LEARNED SKILLS. If you did, then this should be a 5.

You pointed out that out of all four areas, this one can change the most overtime. You pointed out that she should look these over especially as coming upon some changes in job or other appropriate moments and see if any of her values have changed! You pointed out that she should know what she DOESN'T want in her work environment

Explain each of these very well - the factors that were close in rating, you asked for clarification as if there was a "clean break" or did she wrestle with this. Clarified more of those that were boardline and what the preference was. I LIKED how you brought up money and education to clarify and that helped her understand these items better as well. (When you got o your 80th birthday party, what do you want them to say...) I like the examples that you used and the clarification.

STARTED OUT (new day) with if you have any questions and how the client can check out themselves

As you checked through, the consultant didn't give input even though she knew some of the answers. Reminded Lauren to pay attention to these when looking for another job.

Together, you both really thought through this. Lauren is pretty self-aware and you point this out and encourage her in her observations; a lot of talk about strengths and weaknesses which was really good;

back to this and mark the specific job description; I enjoyed seeing how you encouraged her in her goals and how she can go back and use it again! Only thing is that I didn't see the ONet navigations - is that going into the website with the

In all of these Competency standards she does great! I would say her top two are Evoking awareness and maintaining presence!

This was all so great!!!!!