

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 Rub

Greatly Exceeds Expectations (Excellent) 5 Points	Exceeds Expectations (Good) 4 points	Meets Expectations (Satisfactory) 3 points	Below Expectations (Fair) 2 points
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	x		
	x		
	x		
	x		
	x		

Comments

I will ask her more about herself - specifically things that was not included in the questionnaire
Explain why all 4 areas are important and why they need to align to find the unique design
I'll ask if the client identifies with whats written in the report and maybe ask about examples in their live where applicable
I will try to draw a line between the subfactors and career options, also go through a few each time to get a feel of her career interests - This can lead to more discovery
I will ask her as we go through each strength and non-strength if she agrees, and I will also ask why she disagrees. We will strike the ones not applicable
We will shortly discuss the interests and how they are distributed. I'll also ask why she "likes" certain points

We will talk through all the interest and determine which are lifestyle, vocational and supportive, and maybe talk how a supportive interest can be incorporated in a vocational interest.

None noted

We will discuss the skills, and also talk about which skills are natural and which are learned.

We will discuss the values, and how values can influence work satisfaction and overall happiness

None noted

Through the whole synthesis process we will have open communication and explore all options