

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

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|---|
| 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 |
| | | | | |
| | | | 2 points | |
| | | | | 1 point |
| 5 points | | | | |
| 5 points | | | | |
| 5 points | | | | |
| | | | | |
| 5 points | | | | |
| | | | | |
| | 4 points | | | |
| 5 points | | | | |



Comments

She did give a sufficient information, but did not ask questions.

she did not go through these details

