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) 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 Points				
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Comments
the consultant really used valid examples to explain when to still use this report.
the consultant explained the mid-range as the grey area and explained what it means. They also explained when you are just one (on the scale the darker part), although the discussion regarding the intro to personality happened before the scales were talked about.
it was good, as the consultant referenced back to some examples the client used in the beginning of the conversation that made it easier to understand
there was confirmation asked every time, as well as how does the sub-factors flow into the general term of the personality trait.

I would recommend even more questions