Career Direct - Personal Consultation Rubric						
CRITERIA: Area of Evaluation	**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**	Comments
A: Introduction						
Interview: asked important and relevant questions; reasonable time spent		x				Good time spent in gathering important information. It took a total of 7 min which could be shortened, especially when you only have 1 hour for a consulation. She prayed for Laura which set a lovely tone.
Cover page: Confirmed ID; discussion of "self-discovery"				x		Effective discussion on self-discovery. She did not confirm her details though which is important to do.
Table of Contents : When to use this report (to encourage future use)		x				Good explanation of personality, character. She gives a lot of detail on how much time will be spent on each factor. Explained her responsibility and the responsibility of the client. Explained how she can use it now and in the futre by giving examples - her examples were extensive and relevant
4 Windows page: Explain	x					She explained the 4/4 fit - a holistic view and explained well. Related to job satisfaction. Great example of medical interest. Explained the funnel and touched on synthesis. Distingquished between natural and learned skilled. She sets the tone of hope in our Good Father.
Explanation of Scales and Scores, including mid-range, introductory discussion of personality	x					Explained T scale, mid range (both strengths and tend to not have weaknesses - balanced); Explained the different colours, explained factors and subfactors. Explained connattions to detached - and how it is actually a good thing. Very good examples. Differentiation between the two different scales.
B: Personality						
Personality: Main factor, description, sought client confirmation	x					Went through the factor and subfactors, explained each in detail, sought out the opinion of the client - engaging.
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation	x					She explained using the clients own sub-factor e.g. bluntness how it is not a negative and how other personality factors offset the possible negative impact of the perceived non-strength personality trait
Personality: Career Implications (Client ID of the most important ones; any not apply)		x				Read through all of them and asked client to identiify the one that reasonates the most with the client. She tells the client what she is circling and that she will send the written on report to her. She explained application to real world
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation		x				Read the paragraphs and had a discussion - sought out clients confirmation and celebrated. She could have asked the client why she perceived herself in a certain way. She extensively explained each personality factor and sub-factor and went through all the paragraphs getting the clients opinion and engaged in discussion. She was able to explain how the personality trait of compassion offset the negatives of being blunt which was excellently done.
Strengths/Non-strengths: clear explanation, markings, summary, "homework"		x				Explained that lines could be slipt up and that each one could be ranked as x, -, check, +. This helped the indiviudal dig into her personality. Tactfully dealt with non-strengths. Cleary explained. She made a clear note of how to tackle non-strenghts. Hoemwork was given for her to go and priotize 5-7 so that they could work with them in the next session
Money Page Discussion		x				Money page explained and how it can be used in an interview. She could ask her client to give an example of how she could use this in an interview

Critical Life Issues: appropriate discussion			x			Explained well. She said ... "im curious" which is a good way approach contradicting data. Offereed resources. Could have asked if its been a long term problem. Is it related to personality?
C: Interests						
Circle graph: good explanations of how the client's interests are distributed; good questions		x				Explained that she would look at top 8 but that department of labour divided work into 5 major areas. Clarified by some areas were low. Explained the scores. Starting from strongest.
Explanation of Vocation/Support/LiveStyle interest levels, with examples		x				Repeatedly explained it in detail with good examples related to management and sales - good to relate it to her specific interests
Working through Interests appropriately	x					Sought out the clients input on each. Opened it up to anything that is not on this list. Allowed client to talk through
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)	x					Asked many clarifying questions and to confirm which interests were vocational, supportive or lifestyle once they had been through all
Appropriate review of Lowest Interest Groups; red flags noted if applicable	x					quick review of lowerst interest groups and confirmed that there were no red flags with her choice of possible vocational careers - she used humour which added a nice element
D: Skills						
Skills: appropriate review including any red flags within the Lowest Skills section		x				She throughly explained skills and ensured that the client understood that it was not an aptitude test but rather a self assessment. She explained the reasons behind why clients could possibly score themselves lower than they actually are in reality and explained the difference between natural and learned skills and why it is important to lean on natural skills. She confirmed the skills listed - confirmed their rating but needed to look at her top skill in order to confirm that it would infact match her personality and interst field. Dealt with red flags and clarified well.
E: Values						
Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful	x					Provided a good explanation that values do change but personality doesn't and that we need to consider our values because it relates to job satisfaction. She helped the client clarify her values and realize that hgih income was not infact a high value to her (she perceived it incorrectly)
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?		x				Client was able to re-evaluate high income and continuous education
F: Interactive Action Plan						
Synthesis Process: Creating the Donut			x			Confirmed what she had previously listed as strengths, non strengths as well as confirming the vocational, supporting and lifestyle interests. It is interesting to note that some of the strengths and non-strengths she had previous agreed to she did not do so in her interactive plan. - as the consultant she should have asked questions around this.
Synthesis Process: Create a Funnel with client		x				Followed the step by step process and explained as she went.
Next Steps: O*Net navigations				x		No reference was given to O*Net however the client seemed confident on where to find information
G: ICF Core Competency Standards						
Cultivates trust & safety for the client	x					The consultant was positive, friendly and celebrated her strenghts. She tactfully dealt with non-strengths and did not brush off any part of what the client shared. She allowed time for the client to speak and ask question which built safety and trust
Maintains presence	x					The consultant was always aware of the client and made note of what she shared. She was attentive to questions and spoke in a firm but friendly way. She was able to confidently explain and move through the material
Listens actively to client		x				She actively asked the client to confirm and clarify parts. Could have been more time for the client to speak
Evokes awareness - ask questions		x				She did this throughout the consultation
Facilitates client's growth			x			She did do the IAP however she could have asked the client to list three actionable steps and to give dates - she could have spoken to her about accountability and possibly setting a meeting with her in 3 months time to keep her accountable