

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			6min intro to the purpose of the session and what it will look like. No questions were asked however he did make reference to her information she filled in and alluded to how happy he was to have her do the assessment because she was indeed misaligned. He is incredibly encouraging . It would be lovely to start out either praying for the client or to make some powerful declarations together
Cover page: Confirmed ID; discussion of "self-discovery"				x		confirmed details, celebrated birthday (was incorrect date). Did not clearly make referce to self-discovery
Table of Contents : When to use this report (to encourage future use)			x			He did not go through the table of contents itself however he did explain that it would take her a year to digest the report. He also explained to her that when considering work that she would need to look at her report and reiveiw if it indeed meets all 4 factors
4 Windows page: Explain	x					good explaintion of the 4 factors, related each section to examples and the clients life, good use of humour, distinction between natural and learned skills. He explained that she needs 4 ticks in order to consider an occupation. Encouraged her to pray about it. Explained the PETA principle - not remaining in the sweet spot
Explanation of Scales and Scores, including mid-range, introductory discussion of personality				x		Good explanation of T scale for measuring personality but no explanation for skills and values
B: Personality						
Personality: Main factor, description, sought client confirmation	x					Detailed look at her personality overall and how it does not link up to engineering. Granular view of personality - got client to read the description. Sought out Precious's friend to confirm her personality score. Able to show her which factors don't meet her personality characteristics. He concluded by going back to the summary of the main personality sections to confirm with her if it was all true or if she felt differently about any of the results
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation		x				Client's view was sought out. Went through each of the subfactors, using examples however could have possibly spent a little more time explaining negative perceptions of some of the sub factors and how they are infact not negative
Personality: Career Implications (Client ID of the most important ones; any not apply)	x					excellent question: have you ever had a cry in your heart for some of this stuff? Got client to read out the career implications which was very good as it gave her a chance to internalize them. A good question ... which of the career situations do you see in your work? A good way of poining out what is not a suitable work environment. Great idea to ask the client to rate it out of 10 in terms of satisfaction with the current career. In this section the consultant when above and beyond - analysing her current profession and how she is wired
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation	x					Consultant used the graph, definition as well as the career implications as a read out section - he discussed these in depth and asked the client and her friend often for confirmation or clarification.

Strengths/Non-strengths: clear explanation, markings, summary, "homework"	x					Consultant went straight into the interactive action plan and went through it immediately with her. Got her friend to read and that was good as having the objective input of the friend helped to clarify and solidify the points.
Money Page Discussion		x				Great reference on how to use it in an interview- an explanation of how it is your personality that manifests and not your degree
Critical Life Issues: appropriate discussion		x				An incredibly positive feedback - a good distinction in terms of the coaching she needs not a therapist - confirmed that she needs direction not therapy
C: Interests						
Circle graph: good explanations of how the client's interests are distributed; good questions	x					Fantastic explanation of the circle graph - interesting to note that Engineering scored ZERO on interests. The consultant effectively explained how there were 290 question, 21 career groups broken down into 5 major career categories and that the focus is on the top 8. He continued to explain how it looks at activities, occupations and subjects
Explanation of Vocation/Support/LiveStyle interest levels, with examples		x				Should have started with an explanation of what vocational, support and lifestyle interests are. An indepth discussion with client regarding each of the areas - he was able to link them nicely and use a highlighter and arrows which is really great
Working through Interests appropriately	x					The consultant excellently showed her her occupations that were at 100%, although missions are at 100% he was able to show her that her vocational interest was in mangement and looked at non-profit establishments later in her career
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)	x					Took the client to the interactive action plan and asked the client to fill the doughnut. A great question: "what do you think God would want at the center of the circle - His call on your life?" Excellent recap on especially when he asks her where is Engineering in these circles. The consultant excellently links the activity, occupational groups and subject fields. People, business and service - excellently put - gives the client a very strong core to workwith
Appropriate review of Lowest Interest Groups; red flags noted if applicable				x		Did not look at them - although not an issue it would have been nice to just mention what they were.
D: Skills						
Skills: appropriate review including any red flags within the Lowest Skills section						Excellent synthesis of the clients skill set and how that can be used to build in management. Did not however look at the lowest skill set section - although not an issue it would have been nice to just mention what they were.
E: Values						
Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful		x				A good explanation of the three types of values. It would have been good for him to ask her to confirm the ranking of the values.
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	This question was not asked
F: Interactive Action Plan						
Synthesis Process: Creating the Donut	x					The consultant was able to easily transfer the information from the test result into the doughnut asking the client for input - the client actively engaged and was able to differentiate between vocational, supportive and lifestyle interests
Synthesis Process: Create a Funnel with client	x					It was good for the consultant to take Engineering, her current career, and to show her that she was only a 50% match. I would have been good to possibly spend a little less time on personality so that in this section they could have experimented with management as a possible career option
Next Steps: O*Net navigations					x	No reference is made to O Net
G: ICF Core Competency Standards						
Cultivates trust & safety for the client	x					Really affirmed client - being able to have been doing a career and studies in an area she is truly not aligned for

Maintains presence		x				The consultant was able to keep the client focused and move through the process effectively. The only point of concern is that this process took 2.5 hours which could be a little long. I would suggest doing an initial consultation of 1.5 and a follow up consultation for 1 hour working on the action plan - clients may lose focus especially if younger
Listens actively to client	x					Consultant listened actively. He asked many questions and engaged well
Evokes awareness - ask questions	x					No fault found
Facilitates client's growth		x				He assisted greatly in giving a sound plan going forward and offered to be available unless Jesus took him (hahahaha) - but the only issue is not actually offering resources to assist or possibly a work shadow experience - it would have been very important to put some action points to this consultation and this is why a follow up appointment would be important