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						Blue background formal and intimidating
Interview: asked important and relevant questions; reasonable time spent			X			Explain to Laura why you ask all the questions. Do not say 'very good' as if it is a test)
Cover page: Confirmed ID; discussion of "self-discovery"					X	Did not confirm personal info.
Table of Contents : When to use this report (to encourage future use)			X			Could say use it for future reference or to prepare for interviews.
4 Windows page: Explain	X					Well explained and how all 4 fit into each other
Explanation of Scales and Scores, including mid-range, introductory discussion of personality	X					short and sweet and easily understandable. Good that she used examples that referred to Laura's occupational form.
B: Personality						
Personality: Main factor, description, sought client confirmation		X				Can have better responds to Laura's asking
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation	X					Good at asking questions and involving Laura with reading of paragraphs.
Personality: Career Implications (Client ID of the most important ones; any not apply)	X					Gives examples to make vocabulary more easy to understand. And that no factor is incentive - disadv. She
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation	X					explains how it can also be positive in the right occupation. Try not to say 'I love it' so much Good at making links and combinations of previous factors.
Strengths/Non-strengths: clear explanation, markings, summary, "homework"		X				Good at bringing humor in at the non-strengths. Gives guidance when Laura is
Money Page Discussion	X					not sure about a question.
Critical Life Issues: appropriate discussion						
C: Interests						
Circle graph: good explanations of how the client's interests are distributed; good questions		X				
Explanation of Vocation/Support/LiveStyle interest levels, with examples		X				
Working through Interests appropriately		X				
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)			X			
Appropriate review of Lowest Interest Groups; red flags noted if applicable			X			Red flags?
D: Skills						
Skills: appropriate review including any red flags within the Lowest Skills section			X			
E: Values						

Questions - What to say and do if client don't agree with statement in

	5	4	3	2	1	
Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful			X			
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	Expan high income level better. Did not ask about low values. Did mode it sound like it is wrong having High income as a value.
F: Interactive Action Plan						
Synthesis Process: Creating the Donut		X				
Synthesis Process: Create a Funnel with client		X				
Next Steps: O*Net navigations		X				
G: ICF Core Competency Standards						
Cultivates trust & safety for the client			X			Very positive kind and sensitive, laughs at times that makes the feedback more relaxed.
Maintains presence			X			
Listens actively to client			X			
Evokes awareness - ask questions		X				Can respond differently to Laura's answer and not just say 'okey'.
Facilitates client's growth			X			