

### 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
<b>A: Introduction</b>						
Interview: asked important and relevant questions; reasonable time spent					x	No interview per say was conducted - I would assume this was done before hand. She did however clearly explain the role of the client and consultant. Spent some time to explain the biblical perspective of work (6 principles of work)
Cover page: Confirmed ID; discussion of "self-discovery"				x		did not confirm the cover page however did explain the importance of self discovery and that after the consultation it would become his responsibility
Table of Contents : When to use this report (to encourage future use)			x			explained she would go through parts 1 - 4 and that part 5-6 was up to him to complete
4 Windows page: Explain		x				50% on personality because it changes the least and is our hardwiring. Determining your most natural self. Interest is explained especially vocational. Synthesis explained. Good examples of interests and personality at work in a career. Skills and abilities - natural vs learned. Filtering them through personality. Natural gifting does not change. Values explained well through examples. she explained a fit across all areas
Explanation of Scales and Scores, including mid-range, introductory discussion of personality		x				Good explanation on the T scale for personality making referenec to the 6 factors and counter factors. Also explained that skills and interests were measured on a scale of 100. She asked him to guess what were his strongest and explained that he should give his parents a chance to have input which builds trust
<b>B: Personality</b>						

Personality: Main factor, description, sought client confirmation	x					Explained how personality factors can offset each other. She explained that she would read statements and ask for his confirmation or input She explained they want to keep the true statements. Very good at explaining to client that they need to communicate what does and does not resonate with them. She read through every sentence and sought out confirmation from the client. At the end of the section she double checked if he agreed with what they had discussed and asked if there were any surprises
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation	x					Very good at explaining the negative connotations attached to personality e.g. being someone who does not finish projects - she celebrated him being someone who starts stuff. She chose to read out the definition of each personality trait and asked him if it sounded true - this was to ensure that there were no misinterpretations
Personality: Career Implications (Client ID of the most important ones; any not apply)		x				She asks whether he likes the environments that allow him to have the opportunity to engage in those listed activities - I would suggest that he circles the ones that resonate the most with him
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation	x					Excellent way of engaging the client e.g. she asked him to circle courage and then explained that God does not give courage if he doesn't require you to have it. Used a point of reference like baseball - the client has a point of reference.
Strengths/Non-strengths: clear explanation, markings, summary, "homework"						Went through each statement and asked to mark T / F or S. Explained terms he was unsure of and went into the courage element again celebrating his courage. Good use of sense of humour. Explained the homework - get input his strengths - parents, mentors, prayerfully. Confident in who the Lord has made you.
Money Page Discussion	x					Carefully explained how to take strengths and get comfortable with who God created them to be. Explained how to use it in an interview - strengths and non strengths. Turn the tables - its not a good fit for me - walking in confidence. Powerful switch. She explains how he can ask questions about if the work environment would allow him to use his strengths. Excellent encouragement on how to focus on strengths
Critical Life Issues: appropriate discussion						His design can handle stress. Excellent information and explanation on finance. Consultant is good at giving resources to grow financially.
<b>C: Interests</b>						

Circle graph: good explanations of how the client's interests are distributed; good questions	x					Good explanation of the 5 categories, the % were explained. She clearly explained the top interest category and made him read out the 0% interest categories - made him physically cross out helping, expressing and analysing and explained that we just crossed out 18 000 possible jobs. Explained top 8 interest groups - activity, occupation and subject
Explanation of Vocation/Support/LiveStyle interest levels, with examples	x					Clear explanation given with good examples
Working through Interests appropriately	x					Use of a worksheet which is great. Explained the difference between activity, occupation and subject and then asked him to tell her which jobs he liked. He then filled out the doughnut with the vocational - it is very interactive. The worksheet was very helpful to funnel it backwards to check vocational interest with personality and then skills with both interest and personality - effective in getting the client to write it down
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)	x					She took page 19 - 21 and had a look at all of the activities, occupations and subjects and compared it to what they did through the funnel and doughnut
Appropriate review of Lowest Interest Groups; red flags noted if applicable	x					She used humour and encouraged him by saying that its wonderful that he has a very clear focus - he either loves or hates something
<b>D: Skills</b>						
Skills: appropriate review including any red flags within the Lowest Skills section			x			Distinction between a learned skill and a natural skill. People who do careers in learned skills environments get home exhausted. Natural skill the more you do it the better you get at it. Got him to write down his top skills in the funnel - showed him his lowest skills and made sure he understood not to do work that required those skills. Double checked his skills through the lens of his personality and interest. I would ask the client to highlight words or underline skills that stand out in all of the skills outlined not just some. Made reference to lowest skills
<b>E: Values</b>						
Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful	x					Values change. She made him double check these values and asked a question about stability which did not make sense in his personality design - he is unstructured. Clear explanation on each
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					She skilfully identified values that were out of place and explained them to him. He was able to realign the values and also realize that they not set in stone
<b>F: Interactive Action Plan</b>						

Synthesis Process: Creating the Donut	x					Physically worked through a worksheet which really helped the client connect with his detailed report
Synthesis Process: Create a Funnel with client	x					Physically worked through a worksheet which really helped the client connect with his detailed report
Next Steps: O*Net navigations	x					She took him through the IAP - double checked what they did not the worksheet to the interactive plan. Went to the top 8 jobs O*NET which is helpful for the client to do extra research
<b>G: ICF Core Competency Standards</b>						
Cultivates trust & safety for the client	x					celebrates, affirms, assertive
Maintains presence	x					she is very confident and present with the client
Listens actively to client	x					she listens to what he says and responds well
Evokes awareness - ask questions	x					she continually asks questions throughout the consultation
Facilitates client's growth	x					excellent explanation of resources