

**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







**Comments**

His introduction was so good and enthusiastic that her friend that joined the session also became excited and started wondering about herself and her design.

She completed her DOB incorrectly so it reflected incorrectly on the cover page but the wrest of the information was correct.

