



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

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Comments

Yes, Relevant questions were asked. She asked about her life, and what she enjoys about her work, Money, future plans as well as Spiritual Life.

Name: Laura Anderson. The first line of the paragraph on Self-Discovery was read on page 1. Pray before the discussion.

Just a short summary of what will be discussed in the Interview. A good amount of time on Personality, Vocational Interests, Skills and Abilities and Values will be discussed in detail.

We are looking for a 4/4 Fit. We are taking a hollistic Look at all 4 dimensions. The God that we serve wants us to be 4/4 a 100% fit. We serve a God of excellence. Personality: God gives this to you, and it really does not change much. General Interests: 30% Vocational Interests, Supporting Interests. Skills and Abilities are 5% of the Assessment. Values are discussed in the remainder of the time. Very important part, because if your values are not met in your job, it's usually because their values are not lighning up and you will be very unhappy. You need joy and satisfaction in your job. Once the 4 Parts have been discussed, it is the clients responsibility to follow the Career Next Steps. The Consultant can also send the Client more information of the various Careers under discussion.

It's a T-scale. If something is in grey area it is in the mid-range. Stronger Colour Blue shows the clients strongest trait. The longer the line and the higher the number, the stronger the client's trait is. The deeper richer colour, is where your strongest interst is, so you want to pay attention to that.

Strongest quality is Unstructured. Client is very flexible. I something is important, she will get it done. Last minute, spontaneous, Improvising.

Dominant and Compassionate

Which one of these might be important to you in your Career? What resonates mostly with you? Read the paragraph to the client. Ask "Does it make sense to you?" Perhaps share a personal Testimony about your own Personality.

Read all the paragraphs, and discuss it with the Client. Ask the Client what she thinks once the paragraphs have been read. Read all the different careers and ask the Client if any of this stand out to her.

Go through the Strengths and the Non-Strengths and read every single one of these, and ask the client if she agrees or not. Make checks, checks + and check - next to each one. Client needs to know her strengths especially when she goes for an interview, because then she can list it. To know the Non-strengths is also important, because this can also indicate to the client if the job that she is applying for will be the best fit for her.

Page 9, the Typical strengths page is called the "money page". If you work in your strengths then your job will be enjoyable. Happiness, joy and job satisfaction is more valuable than getting a lot of money. If you see that the client has Financial issues or are in debt, you can then suggest that she gets help with doing a Financial Management or Budgeting Coaching. Career Direct also offers resources that can help the client with courses if she is struggling financially.

This is just to give the consultant some insight. Scoring more than 2 on "stress" for example will be concerning. Encourage clients with high stress to talk to someone to get help.

Here the top 3 strongest Interest areas needs to be highlighted, and the next page shows all 21 Interest groups. It will show the client in what category she falls under. The client's top 8 is in bold and in blue. Out of the Top 8 the Client needs to say what is Vocational, Supporting or a Lifestyle Interest.

Vocational: You really want that to be the focus of your Career, This is where you will spend 40 hours per week doing your Career. **Supporting Interest:** You want it to be part of your work, not the main focus of your work. **Lifestyle Interest:** Just something that is part of your life, not a direct correlation to your work career.

You can tell the client that this is not an aptitude test. You were doing a self assessment of what you think are your skills. Ask the Client if they think this is an accurate display of their skills. Ask the client if there is anything that stands out to them, and that the client might not agree on.

I liked this one. "when you attend your 80th Birthday party one day, what would you want people to say about you one day?"

Choosing a Career or a job according to your values, will help to ensure greater job satisfaction and success and less stress. We have to always make sure that our values are put first when making such big decisions.

Use practical ideas to show how the Personality Interests, Skills and Values are linked to each other.

Consultants must understand the Career Direct assessment, its design (Personality, Interests, Skills, Values), and biblical principles underlying the tool. Maintain confidentiality, integrity, and professionalism. Avoid bias or pushing personal agendas.

Accurately interpret and synthesize the four assessment dimensions to guide clients toward well-aligned career or educational paths.

Consultants should actively listen, show empathy, and communicate clearly and respectfully during consultations.

Use the Interactive Action Plan to help clients take practical steps. Provide follow-up to support implementation and adjustment.

Consultants are encouraged to seek feedback, pursue training, and stay updated on best practices to improve effectiveness.