

**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

---

## Career Direct - Personal Consultation Rubric

<b>Greatly Exceeds Expectations (Excellent)</b>	<b>Exceeds Expectations (Good)</b>	<b>Meets Expectations (Satisfactory)</b>	<b>Below Expectations (Fair)</b>	<b>Does Not Meet Expectations (Poor)</b>
<b>5 Points</b>	<b>4 points</b>	<b>3 points</b>	<b>2 points</b>	<b>1 point</b>
				1
				1
				1
5				
5				
5				
5				
5				
5				

5				
		3		
5				
5				
5				
5				
5				
5				
5				
5				
5				
5				
				1
5				

5				
5				
5				
5				

## Comments

The consultant skipped this part.

The consultant skipped this part.

The consultant skipped this part.

Very thoroughly explained each window and how God created each one of these windows in each one of us.

Very good explanation and relevant examples used to make sure the cliente really understand how this scale work and that not one side is bad.

The personality section is very well explained and thoroughly executed. It clearly outlines how personality is a main factor in career choice, provides a thoughtful description of relevant traits, and effectively seeks client confirmation to ensure accuracy and engagement. Overall, this part demonstrates a strong grasp of how to integrate personality insights into meaningful career guidance.

The sub-factors of personality are used effectively to highlight the nuances of the main trait, adding depth and clarity to the analysis. Each sub-factor is well-articulated and meaningfully connected to career implications. Client confirmation is appropriately sought, reinforcing accuracy and collaboration. This section is also very well done.

The career implications sections is very well handled. It thoughtfully highlights the most important implications identified by the client and shows strong engagement by clearly crossing out one that does not apply. This indicates a careful and collaborative review, enhancing the relevance and accuracy of the guidance.

The paragraph review during the graph discussion is well-executed, ensuring that all key ideas were thoroughly covered even if not read verbatim. This approach maintains clarity and client engagement while allowing for a more interactive exploration of the content. Client confirmation was actively sought, reinforcing understanding and making the session both collaborative and effective.

<p>The Strengths/Non-strengths section is well-structured and clearly presented. Explanations are concise and insightful, with clear markings that enhance understanding.</p>
<p>Did explain the money page, but did not mention the reason we call the page the money page.</p>
<p>Good discussion and giving the correct guidance as a career consultant.</p>
<p>The Circle graph was well-explained, clearly showing how the client's interests are distributed in only three interests areas. Thoughtful questions enhanced understanding and encouraged meaningful reflection.</p>
<p>The explanation of Vocation, Support, and Lifestyle interest levels was clear and well-structured, with relevant examples that made each category easy to grasp and personally relatable for the client.</p>
<p>Interests were worked through thoughtfully and at an appropriate pace, allowing for meaningful exploration and client engagement at each step.</p>
<p>The Interest Summary Pages—Activity, Occupation, and Subject—were reviewed appropriately, with clear connections made to the client's preferences and insightful commentary that brought the data to life.</p>
<p>The review of the Lowest Interest Groups was appropriately handled, with any potential red flags clearly noted and discussed. This added depth to the analysis and helped ensure well-rounded career guidance.</p>
<p>The Skills section was reviewed appropriately, with careful attention given to both strengths and areas of lower confidence. Any red flags in the Lowest Skills section were identified and addressed thoughtfully, providing a balanced and constructive overview.</p>
<p>The review of Work Environment, Work Outcomes, and Life Values was well-executed, with the consultant asking for further clarification when needed. He also clearly showed how the client's current job as an engineer does not align with her results, helping the client see important gaps and consider new possibilities.</p>
<p>The consultant thoughtfully reviewed Work Environment, Work Outcomes, and Life Values, considering whether any additional top values should be added. He also sensitively highlighted that money is a low value for Darien—not meaning she doesn't want an income, but that she prefers to earn it through meaningful work helping others. This insight was clearly explained and invited further reflection.</p>
<p>The Donut was created very well with active client input, making the synthesis process collaborative and meaningful.</p>
<p>The Funnel was created effectively with strong client involvement, and the client's genuine response showed clear engagement and resonance with the process.</p>
<p>The consultant did not mention the O*Net navigations. Maybe he mentioned it in a prior session with Darien.</p>
<p>The consultant created a warm and respectful environment where the client felt genuinely heard and secure—trust was clearly established from the start.</p>

Fully present and attuned throughout, the consultant balanced structure with spontaneity, adapting fluidly to the client's needs in the moment.

Active listening was clearly a strength—nuanced cues were picked up and explored, making the client feel deeply understood.

Insightful, well-timed questions sparked real reflection, leading the client to valuable self-discoveries rather than just offering answers.

The session was not just about insight—it opened doors. The consultant supported the client in moving from awareness to meaningful next steps.
