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

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
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Comments
Friendly and made Laura feel comfortable. Straight and appropriate questions asked.
Could be wise to make the client aware to check the name and ID.
Well laid out and good information shared for the future.
Made use of good examples to help Laurs understand.
Made use of the same examples as with the window, it makes it understandable.
Well presented, it made Laura see clealry, understand fully and felt excited about the info.
She guided Laura well, when she was a bit confused with certain statements.
Good guidance.
Good detail where it was needed.
Very clear explanations.
Guided well
Very open and honest conversation, with solutions offered.
Short and to the point.
Good examples given

Great detail given for clear understanding.
Laura was very open with how she answered, due to good guidance.
Clear understanding
Clear statement that it is a self assessment and not an aptitude assessement.
Good and clear discussion and clearly stated it changes often, but for now it is correct.
Very clear on the discription of each one individually, especially the incomeand education part.
Checklists are clear and playing around by herself is what should happen.
Take the figures in consideration with this, good explanation and used good examples.
Throughout the sessions one could sense the growth and trust of the relationship.
Yes, definitely, to the point, without any distractions.
Yes, she did and made sure with guestures from her side to the client.
Write through questions were aked, and she took Laura every time back to where the evalution took pla
As she progressed with Laura, you could clearly see how Laurs grew in her understanding of who she rea

ce.

lly is.