

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
A: Introduction						
Interview: asked important and relevant questions; reasonable time spent		4				
Cover page: Confirmed ID; discussion of "self-discovery"				3		Did not confirm ID with the client.
Table of Contents : When to use this report (to encourage future use)		4				
4 Windows page: Explain		4				she did well in explaining the 4/4 fit
Explanation of Scales and Scores, including mid-range, introductory discussion of personality		4				
B: Personality						
Personality: Main factor, description, sought client confirmation		4				
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation		4				
Personality: Career Implications (Client ID of the most important ones; any not apply)		4				
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation		4				
Strengths/Non-strengths: clear explanation, markings, summary, "homework"				3		feels like this section was rushed
Money Page Discussion		4				
Critical Life Issues: appropriate discussion		4				
C: Interests						
Circle graph: good explanations of how the client's interests are distributed; good questions		4				
Explanation of Vocation/Support/LiveStyle interest levels, with examples		4				
Working through Interests appropriately		4				
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)				3		
Appropriate review of Lowest Interest Groups; red flags noted if applicable		4				
D: Skills						
Skills: appropriate review including any red flags within the Lowest Skills section		4				
E: Values						
Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful				3		
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?				3		
F: Interactive Action Plan						
Synthesis Process: Creating the Donut		4				
Synthesis Process: Create a Funnel with client		4				
Next Steps: O*Net navigations						video cut out at some point - no score or comment
G: ICF Core Competency Standards						
Cultivates trust & safety for the client		5				
Maintains presence		5				
Listens actively to client		4				
Evokes awareness - ask questions		4				
Facilitates client's growth		4				