

CRITERIA: Area of Evaluation

A: Introduction

Interview: asked important and relevant questions; reasonable time spent

Cover page: Confirmed ID; discussion of "self-discovery" (note of consent: 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

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

Comments

The consultant did not rush through the interview questions and it all seemed as though she had prepared those questions beforehand which ensure the conversation was not drawn out, yet provided her with information on where Laura was at.

The consultant was good at providing a clear explanation of the process of self discovery, while busting myths about discovering yourself.

The consultant was good at explaining why it would be important to keep this report close by for any career decisions in the future. She also let her know where she could find it.

The consultant explained the 4 windows very well and even throughout the consultation, referred to it often.

The consultant was good at putting Laura at ease by explaining scales and scores, including mid-range and the introductory discussion of personality. I believe this helped Laura be more welcoming to the findings of her report.

The consultant was able to articulate Personality and continually sought Lauras confirmation.

The consultant Sub-factors used to explained nuances of main factor; sought Lauras confirmation

The consultant made Laura aware or the career implications and ones to consider and those to not.

The consultant read through the necessary paragraphs but almost made it conversational and paused when she wanted to confirm with Laura.

The consultant took her time to go through the list with Laura, and made markings along the conversation and also provided Laura with 'homework'.

I found that the general tone of this conversation was slightly off, maybe its because people find talking about money to be an uncomfortable topic.

How the consultant set this up was beautiful when she used the Laura at 80 years old. This put the values in perspective for Laura, I feel.

This visual was explained clearly and well by the consultant.

The consultant explained, Vocation/Support/LiveStyle interest levels, with examples from her previous conversation with Laura, which showed her attentiveness.

The consultant was thorough in going through Lauras interests.

It did somewhat feel like she glossed over this part but did wrap it up with if she does not understand she can check in with her.

This was done quite well and she emphasised its importance.

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Once again the consultant brought the values into perspective when she put Laura in 80 years and asked her to look at these through that lease.

The consultant checked in with values, to the point where Laura switched one as its priority made more sense upon reflection.

The consultant created the donut and reminded Laura of the necessary points they previously discuss.

The consultant created the funnel and reminded Laura of the necessary points they previously discuss.

The consultant encourage Laura to visit O net if she felt she needed more information o a specific career.

Laura seemed very comfortable with the consultant which shows that she cultivated trust and a safe space for Laura to reflect freely.

The consultant painted the same presence and energy throughout the consultation.

Done super well, not only did she actively listen but she noticeably took notes of the important things Laura was saying.

The consultant was not afraid to pause her train of thought to ask Laura questions about things she felt had a deeper answer to.

She is constantly encouraging and showing Laura areas that can make her tick.