

CRITERIA: Area of Evaluation	Greatly Exceeds Expectations (Excellent) 5 Points
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)	X
4 Windows page: Explain	X
Explanation of Scales and Scores, including mid-range, introductory discussion of personality	X
B: Personality	
Personality: Main factor, description, sought client confirmation	X
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation	X
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	X
	Strengths/Non-strengths: clear explanation, markings, summary, "homework"	
	Money Page Discussion	X
	Critical Life Issues: appropriate discussion	X
	C: Interests	
X	Circle graph: good explanations of how the client's interests are distributed; good questions	X
	Explanation of Vocation/Support/Lifestyle interest levels, with examples	X
	Working through Interests appropriately	X
	Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)	X
	Appropriate review of Lowest Interest Groups; red flags noted if applicable	X
	D: Skills	
	Skills: appropriate review including any red flags within the Lowest Skills section	X
	E: Values	
	Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful	X
	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?	X
	F: Interactive Action Plan	
	Synthesis Process: Creating the Donut	

Synthesis Process: Create a Funnel with client	X
Next Steps: O*Net navigations	
G: ICF Core Competency Standards	
Cultivates trust & safety for the client	X
Maintains presence	X
Listens actively to client	X
Evokes awareness - ask questions	X
Facilitates client's growth	

Career Direct - Personal Consultation Rubric

Exceeds Expectations (Good) 4 points	Meets Expectations (Satisfactory) 3 points	Below Expectations (Fair) 2 points	Does Not Meet Expectations (Poor) 1 point
X			
	X		
X			

	x		
x			

Comments

The Consultant spent some time introducing the discussion and what is to be discussed. I would have liked to have a shorter introduction, without compromising the quality of the further discussion. Having such shorter discussion (but in sufficient detail) will allow for more quality time having the discussion around pertinent issues raised in the report. However, I think it was still a good discussion, leaving the Client with no doubt as to what to expect during the consultation.

Maybe I missed it completely, but I cannot recall the Consultant confirming the ID of the Client. However, the notion of 'self-discovery' was mentioned and the Client was encouraged to revisit the report more than once, to read it through again and to come to grips with the key aspects. Not only was she encouraged to read the report multiple times, but to think and ponder the contents and to consider the implications of the assessment results re. its implication in terms of her unique design and how to use this and/or align herself with future career decisions.

Comment is the same as what is found in line 7.

The Consultant did explain the 4 windows to the Consultant and in such a way that it was easy to follow and to understand the logic of having the 4 windows and what it cover.

I particularly liked the way in which the Consultant explained the scales and scores, making it very easy for the Client to comprehend and how he also conducted the introductory discussion of her personality; both the main factors and its respective sub-factors. Asking the Client to read the definitions of each main factor reinforced the meaning and interpretation of each factor.

The Consultant constantly asked the Client to read the definitions of the Main factor, asked her for her interpretation thereof and managed to facilitate a thorough understanding of not only the main factor, but also sub-factors. Client confirmation was constantly sought and I think it was done excellently.

The same - as stated in line 12 - can be said. Nothing more to add.

Although the Consultant did refer to the relationship between the Client's personality and certain career implications, I would have liked him to spend just a little bit more time on this so as to ensure a 100% clarity on the part of the Client as to the career implications of certain personality factors. Be it as it may, it is my overall impression that the discussion took place in a very professional manner and with sufficient opportunity for the Consultant to ask relevant questions and for the Client to respond accordingly.

The Consultant - during the discussion on the Client's personality - did not read the paragraphs verbatim as it appears in the assessment report. However, a adequate and sufficiently detailed discussion between the Consultant and Client took place and confirmation and/or comments from the Client was frequently asked - in fact was asked on each of the main factors. The example set by the Consultant is worth following.

The Consultant followed a well planned strategy, focusing on the strengths and non-strengths of the Client, allowing the Client to think about these issues. However, my concern - to a certain extent - is a time-based concern, having the following question: Does a Client have enough time to ponder the strengths and non-strengths sufficiently during a discussion or how much time should be allowed for these considerations. However, I do take into consideration, the need for the Client to go away from the discussion and to think about her strengths and non-strengths in more detail; hence my comment about how much time should be allowed during a discussion to consider the strengths and non-strengths. A balance will need to be stroke.

I could not fault the Consultant in the manner he addressed the Money Page. I think he did it in an appropriate manner, leaving the Client to feel good about

Critical life issues - under normal circumstances - is a sensitive topic to discuss with any Client. The Client in this case did not have any serious critical life issues which made the discussion less complicated. However, the Consultant did address this with the Client in a highly professional and appropriate manner and I used his approach as a benchmark for future reference.

The Circle graph was explained in a very succintly, and professional manner with a clear discussion and indication of how the Client's interests are distributed. This was not a one-way discussion from the Consultant to the Client, but a proper two-way interaction in which relevant and very appropriate questions were posed to the Client. She was frequently asked for comment, and where she had any questions.

Vocational, Support and Lifestyle interest levels were explained by the Consultant in sufficient detail. I would have like - though - to see more of a discussion around this, but am happy with the overall discussion and consultation in this regard.

This part of the consultation exeeded my expectations greatly, and clarified the manner in which it should be done for myself. I think this was an appropriate discussion and worth observing.

During the discussion, the Consultant discussed and constantly referred to various linkages with specific reference to the interest groups, with specific eference to activity, occupation and subject. He visibly drew the linkages on screen with a clear indication of different linkages, and implications. This was very well done and again an example worth following. I personally learnt a lot from this part of the discussion.

The same comment as in line 23 applies and no further comment is needed in this regard.

No more comment to be added to what is stated in line 23. The same comments apply.

The Consultant succeeded greatly in getting the Client to realise how important it is to have congruency between her values (i.e. Environment, Work Outcomes and Life) and her career. A few relevant questions (where necessary) were asked by the Consultant which led ('forced in a constructive way) the Client to think critically about them. The Client also had the opportunity to ask for clarification and to asked for further explanation. This was awesome to observe!

No further comment in addition to what is stated in line 28.

The Consultant dealt with the synthesis process adequately and in a highly professional manner taking the Client along with the process from beginning to end. By allowing the Client to partipate, to think about options, created a pragmatic methods and approach in helping the Client to identify priorities, options.

Same comment as in line 31 applies.
I would have liked to see more specific action plans in terms of immediate actions to be taken for implementation.
The consultant - during the initial stages of the interview - did manage to establish rapport with the Client and set a constructive climate of trust and respect. In my view this encourages the Client to feel very comfortable and to participate during the feedback with honest responses, having no concern about the authenticity and/or professionalism of the Consultant.
By asking relevant questions and soliciting reactions/responses from the Client, the Consultant managed to maintain a proper and professional presence. Asking the right questions, and requesting the comment from the Client on these questions provide a clear indication of his "presence" throughout the interview. Just looking at his body language, it was clear that he engaged in active listening and showed interest in what the Client had to say.
Both through positive body language and asking appropriate questions provide ample proof of the Consultant having engaged in proper and active listening.
The interview was done in an excellent manner and in such a way that the Client could quite easily develop an awareness of the importance and relevance of the interview.
The Consultant did manage to get the Client to think about her life, i.e. Personality, interests, values, skills, etc. The interview provided a solid basis for a critical reflection by the Client. I think it was done excellently. However, towards the end of the interview, I would have liked to see more clarity during the closing phases of the interview with the Consultant putting a few specific options on the table; options in terms of specific careers/jobs that could be considered. Overall, the interview went well and certainly facilitated further growth for the Client.

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it herself in this regard. The Consultant's approach is worthy to be replicated in future consultations with Clients, obviously based on the individual me

of Personality, Interests, Skills and Abilities and Values in the interest of doing proper career planning and conducting career choice. Proper and very re

Start of each discussion with a Client

relevant questions were posed by the Consultant and by responding to those questions, the Client could easily develop a higher level of awareness of th

e importance and relevance of the factors as mentioned abc