

Career Direct - Personal Consultation Rubric						
CRITERIA: Area of Evaluation	Greatly Exceeds Expectations	Exceeds Expectations (Good)	Meets Expectations (Satisfactory)	Below Expectations (Fair)	Does Not Meet Expectations (Poor)	Comments
	5 Points	4 points	3 points	2 points	1 point	
A: Introduction						
Interview: asked important and relevant questions; reasonable time spent	5					She introduced the Assessment by starting the conversation with 6 Principles about God and how He sees work, and how unique every person is, and how every person is made in the image of God. She is a very confident consultant. Her questions were relevant, and she really spent quality time with Declan. Open body language and
Cover page: Confirmed ID; discussion of "self-discovery"	5					Good rapport was established quickly, and relevant questions were established, and Declan was told that he is ultimately responsible to choose his own future career, and to us the assessment document to do his own research, and interests.
Table of Contents : When to use this report (to encourage future use)	5					Followed Detailed Report closely, allowed Declan to interpret results, then confirmed or corrected his answers and feedback. A very hands on approach, and constantly engaged with the client to ask questions to guide him, and make him think of his answers by continuously participating.
4 Windows page: Explain	5					The windows page was explained clearly.
Explanation of Scales and Scores, including mid-range, introductory discussion of personality	5					The consultant allowed Declan to interpret results, and she asked him questions that he then confirmed or rejected. Explanation of the Scales and Scores etc. was very clearly explained. She explained it as a T-Scale.
B: Personality						
Personality: Main factor, description, sought client confirmation	5					Reviewed the report thoroughly; and she summarized all the discussion points clearly. She emphasized how important personality was.
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation	5					Gently explored concerns. Encouraged professional support when needed. His Top 4 Personality traits was 1. Extraverted 2. Adventurous 3. Compliant 4. Unstructured
Personality: Career Implications (Client ID of the most important ones; any not apply)	5					The consultant did explain to Declan that his unstructured personality can make him very successful as he can think out of the box. God created him perfectly, even when others might criticize him for his unstructured lifestyle e.g messy room. She also said that he should ask his Mom to help him make "To Do Lists" that will help him to remember everything that he has to do.
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation	5					Adapted delivery for Declan's outgoing and unstructured nature. Established that Maths and Science is not one of his strengths, and he should not pursue Careers that need these subjects.
Strengths/Non-strengths: clear explanation, markings, summary, "homework"	5					Strengths and Non-Strengths were clearly explained. Consultant told Declan to choose his top 5 sStrengths and Top 5 Non-Strengths and be aware of these especially when he goes for future job interviews, as his Strengths will determine what type of jobs he will enjoy. He needs to work on his Strengths and not worry about his Non-strengths.
Money Page Discussion	5					Very Clearly Discussed. Also told Declan to read a book on Money Principles by Howard Dayton with the Title "Money Counts"
Critical Life Issues: appropriate discussion	5					discussed appropriately. Used limited self-disclosure to increase trust; shared own exploratory career experiences.
C: Interests						
Circle graph: good explanations of how the client's interests are distributed; good questions	5					Balanced pace, kept energy and attention aligned with Declan's responses. Frequently summarized to ensure Declan understood and felt heard and understood. Trust was built throughout the interview.
Explanation of Vocation/Support/LiveStyle interest levels, with examples	5					Very well explained in detail.
Working through Interests appropriately	5					Definitely
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)	5					Asked questions about purpose, goals, what success would look like to him, and everything was explained in detail.
Appropriate review of Lowest Interest Groups; red flags noted if applicable	5					Reinforced Declan's personality strengths and vocational potential.
D: Skills						
Skills: appropriate review including any red flags within the Lowest Skills section	5					Introduced tools and reflection questions; set up further planning templates.
E: Values						
Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful	5					Explored what Declan learned, how he could apply insights to school/career.
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?	5					
F: Interactive Action Plan						
Synthesis Process: Creating the Donut	5					Synthesized with clarity and visual support (funnel/donut).
Synthesis Process: Create a Funnel with client	5					This was very well explained and done with the client.
Next Steps: O*Net navigations						This was very well explained and done with the client. The Consultant went into the website to explain the O Net Job description and searches etc.
G: ICF Core Competency Standards						
Cultivates trust & safety for the client	5					Definitely
Maintains presence	5					Definitely
Listens actively to client	5					Definitely
Evokes awareness - ask questions	5					Definitely
Facilitates client's growth	5					Definitely