

## Career

| CRITERIA: Area of Evaluation  | Greatly Exceeds Expectations (Excellent)<br><br>5 Points |
|---|--|
| <b>A: Introduction</b>  |  |
| Interview: asked important and relevant questions; reasonable time spent  | x  |
| Cover page: Confirmed ID; discussion of "self-discovery"  |  |
| Table of Contents : When to use this report (to encourage future use)   |  |
| 4 Windows page: Explain   | x  |
| Explanation of Scales and Scores, including mid-range, introductory discussion of personality   |  |
| <b>B: Personality</b>   |  |
| 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)  | x  |
| 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   |   |
| Critical Life Issues: appropriate discussion  |   |
| <b>C: Interests</b>   |   |
| Circle graph: good explanations of how the client's interests are distributed; good questions                               |   |
| Explanation of Vocation/Support/Lifestyle interest levels, with examples  |   |
| Working through Interests appropriately   | X |
| Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)  |   |
| Appropriate review of Lowest Interest Groups; red flags noted if applicable   |   |
| <b>D: Skills</b>  |   |
| Skills: appropriate review including any red flags within the Lowest Skills section   |   |
| <b>E: Values</b>  |   |
| 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 |
| <b>F: Interactive Action Plan</b>   |   |
| Synthesis Process: Creating the Donut   | X |
| Synthesis Process: Create a Funnel with client  | X |

|  |   |
|--|---|
| Next Steps: O*Net navigations            | X |
| <b>G: ICF Core Competency Standards</b>  |   |
| Cultivates trust & safety for the client | X |
| Maintains presence                       | X |
| Listens actively to client               | X |
| Evokes awareness - ask questions         | X |
| Facilitates client's growth              | X |







## Comments

Adequate time was spent during the introductory part of the Consultation. Although succinct in nature, sufficient detail was provided by the Consultant to clarify the process and what was to be discussed. Very professional and to the point. The approach followed by the Consultant should have left the Client with no doubt as to what to expect during the discussion of his detailed report.

Although the Consultant introduced herself and indicated to the Client that she's regarded as a well-sought after Career Direct Consultant, I would have liked to see more of a focus on identifying the Client and a more clear verification of his identity. The Consultant did go through the first page of the report, but too quickly in my opinion. However, she still managed to get the message through that this is his report and that she would engage with him and ask questions to clarify, etc. and also indicated that the information is there as a guideline and that he may comment on that.

The Consultant did refer to the Contents page and explained in no uncertain terms that the contents page is there for his reference and for future use. Spending a little bit more time on it could help to put the Client more at ease (just an opinion)

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.

This was handled excellently with the Client. The scales, its definitions, subscales and scores (and the meaning of the different scores) were explained in sufficient detail and in such a way that the Client would be able to understand this easily. To further improve the effectiveness of this section, the Consultant could have asked the Client to read the definitions of each main factor as this would have reinforced the meaning and interpretation of each factor.

More than ample time was spent on the Personality section of the report. The 6 main factors was explained in detail and the Client was assisted by the Consultant to gain a thorough understanding of the 6 main Personality factor pairs. During the process, appropriate comments and questions were asked by the Consultant to help the Client gain a good understanding of the factors. .

The Consultant spent more than ample time on not only the main Personality factors, but also each subfactor. The Client was constantly asked for commens and special effort was made to engage with the Client, soliciting his views, comments and opinions.

I was particularly impressed with the way in which the Consultant referred to the relationship between the Client's personality and certain career implications. In my opinion, this part of the consultation was conducted in a highly professional and appropriate manner and ample opportunity was granted to the Client to ask questions and/or make comment or to react to the comments and views of the Consultant.

The Consultant - during the discussion on the Client's personality - did read the paragraphs verbatim as it appears in the assessment report. An 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 highlighted both the strengths and non-strengths + 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 struck.

The Circle graph was explained in an adequate manner with a clear indication of how the Client's interests were distributed. The Client was constantly asked for his input and to indicate whether he's in agreement or whether he had any queries.

Although the vocational, support and lifestyle interest levels were explained by the Consultant, it - in my view - was a bit rushed. I would have liked the Consultant to spend a little bit more time on the difference between the 3 categories so as to ensure deep understanding of the meaning of each of these categories. .

This part of the consultation exceeded 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 reference to activity, occupation and subject. This was very well done and again an example worth following. I personally learnt a lot from this part of the discussion.

There was very limited discussion of the lowest skills section. Although not completely absent, I think more attention could have been spent on this aspect s

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

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 ask 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 participate, 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 learnt a lot from this section and gained a much better understanding of how the O\*Net navigations works just through following the Consultant in her explanation. Well done!

It was clear from the interaction and the way in which the Consultant conducted herself and the consultation, that she is competent and experienced in dealing with Clients. Her level of a professional rapport with the Client. A constructive climate for the interaction was established during the initial stages without the Consultant adopting a judgemental and/or threatening disposition. In my view this encouraged 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. The Consultant managed to maintain a professional presence through her body language, showing her interest in the comments/reactions asking the right questions. Asking appropriate questions clearly indicated that the Consultant was present throughout the consultation; hence her appropriate level of engagement and line of questioning.

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 consultation provided an appropriate opportunity to the Client to think critically about his life. After having gone through all the sections of the report, the Consultant explained the Interaction Plan process and left the client to go away and work with it, thinking clearly and critically around different options. She also invited him to contact her at any time he deemed it necessary and committed herself to being available as and when needed by the Client. Overall, the interview went well and certainly facilitated further growth for the Client.

so as to facilitate a better understanding of the lowest interest groups and its potential impact and/or role in the process of decision making.

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

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