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			3			
Cover page: Confirmed ID; discussion of "self-discovery"			3			
Table of Contents : When to use this report (to encourage future use)			3			
4 Windows page: Explain			3			
Explanation of Scales and Scores, including mid-range, introductory discussion of personality		4				I like the explanation that "mid-range" does not have the weaknesses of the two strengths.
B: Personality						
Personality: Main factor, description, sought client confirmation		4				I like the use of the phrase, "Does that sound like you?"
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation			3			Sub factors were mentioned when discussing the main factor. More emphasis could have been made about sub factors, but I understand that this is done during the systhesis phase which for me is new.
Personality: Career Implications (Client ID of the most important ones; any not apply)		4				I like the engagement created by inviting the client to select important career implications from the list.
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation		4				Sufficient dialog was had with the client during the reading of the paragraphs. I like that personal examples were shared by both the consultant and client to validate findings. This discussion is more dynamic when the client invites a guest for support, but the consultant did a good job of encouraging personal reflection from client.
Strengths/Non-strengths: clear explanation, markings, summary, "homework"			3			It is easier to keep track of the check, check plus, and to record "money page" when using a printed version of the report in an in-person consultation. It may have been more impactul if we were able to mark the onscreen document with these notes. Nevertheless, I realize the client will receive an email copy with the consultants notes. So, this may be a moot point.
Money Page Discussion		4				Good examples and rationale where shared regarding why it is called the money page.
Critical Life Issues: appropriate discussion			3			Based on the questions asked and answered during the opening interview, this section was adequately addressed.
C: Interests						
Circle graph: good explanations of how the client's interests are distributed; good questions			3			The stage was properly set to discuss Interests.
Explanation of Vocation/Support/Lifestyle interest levels, with examples			3			
Working through Interests appropriately			3			
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)			3			The emphasis on Activities, Occupations, and Subjects was appropriately addressed where they appeared on their individual pages (as opposed to during the initial interest discussion). This was a good use of time and plays into the synthesis step.
Appropriate review of Lowest Interest Groups; red flags noted if applicable			3			
D: Skills						
Skills: appropriate review including any red flags within the Lowest Skills section		4				I like the emphasis on the distinction between "Natural" and "Learned" skills.
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?		4				I like the way the consultant gave the client permission to reconsider the ranking order, and how, by providing clarity with examples, the client either affirmed or realigned her values with her present reality.
F: Interactive Action Plan						
Synthesis Process: Creating the Donut		4				This is brilliant! It is intuitive and creates a clear picture for decision making.
Synthesis Process: Create a Funnel with client		4				This interactive process is extremely benificial for the client. It truly "teaches them how to fish" and brings all of the elements together.
Next Steps: O*Net navigations						The O*Net step is made more robust because the heavy lifting and process of elimination was so elegantly accomplished!
G: ICF Core Competency Standards						
Cultivates trust & safety for the client	5					A high level of visual, verbal and vocal interpersonal commuication skills were demonstrated to the client during the consultation which created safety and built trust (e.g., smiling, eye contact, body language, positive pitch and voice tone, sustained energy, personal stories, identifying with similar strengths and stuggles, words of affirmation).
Maintains presence	5					The consultant maintained control of the meeting. The client's high or low emotional state, nor personality strengths/non-strengths detracted from the steady and purposeful pace of the meeting.
Listens actively to client			3			There were some instances where the client was interrupted or spoken over when sharing, or where more time (e.g., the "7-seconds" rule) could have been afforded the client to formulate an answer after being asked a question. But overall, based on the initial interview which really set the stage for the entire conversation, expectations were met in this dimension.
Evokes awareness - ask questions	5					The consultant always ckecked-in with client for feedback, and kept the client engaged with open-end, self-reflection questions.
Facilitates client's growth	5					The client has a higher sense of self-awareness, is equipped with state-of-the-art tools, and received sufficient intructions on how to effectively use these tools to manage her carreer over her lifetime.