

Career Direct - Personal Consultation Rubric

CRITERIA: Area of Evaluation	Greatly Exceeds Expectations (Excellent)	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					You made it more like a conversation versus simply reading thru her answers; the way you asked the questions was good because she seemed to reveal more in that conversation than what was in the interview part of the report. It seemed to be very natural to you and I can tell you are comfortable with this interview process.
Cover page: Confirmed ID; discussion of "self-discovery"	5					I like how you highlighted and had her read a sentence instead of you just talking. You did a good job of giving a brief overview of what she will expect to see and what kinds of outcomes she can expect to get out of reviewing this report.
Table of Contents : When to use this report (to encourage future use)	5					Good overview of each category. How much time will be spent on each and what you will be covering in each section. Also good job at explaining how she can reference this report in the future when she is analyzing her current job or looking for her next job.
4 Windows page: Explain		4				good explanation of why we look for a 4 out of 4. good examples were given and brought clarification as to why getting 4 out of 4 was important. You meanted God a lot in this one toward the end connected Him to why we want a 4 out of 4 - I am curious how you would say this part differently if you were working with someone who wasn't a Christian?
Explanation of Scales and Scores, including mid-range, introductory discussion of personality	5					good job on noting this was a sample (not her). Explained mid-range clearly. Explained that all personality types are good and God-given and gave a good example of how maybe one side of the personality scale might seem negative but that God gave that person that trait and it can be used for good or as a strength. asked client to guess which one is her strongest. explained the clearly and effectively so the client knew how to read the graphs as you both looked thru them
B: Personality						
Personality: Main factor, description, sought client confirmation		4				Good job on reading the description and then asking if that sounded like her. As you worked your way through the other factors, you would reference back to her other personality factors/subfactors and showed how they blended well. you did good at connecting them to what you knew she already liked doing. WAYS TO IMPROVE: you accidentally revealed her second one - but you noticed it and adjusted the screen
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation	5					you explained each one individually and clearly enough for her to understand what each one meant and then you asked her if that sounded like her. You got her validation before continuing; gave good examples that helped clarify and distinguish each of the subfactors; on #6 subfactor - you broke it down even more and tried to see if any of those were not midrange like the report revealed.

Personality: Career Implications (Client ID of the most important ones; any not apply)		4				You read off the options and asked her to choose any that resonated with her. You let her know that you were circling the ones she chose. WAYS TO IMPROVE: I liked when you did my consultation and you marked up the pdf - that was a nice visual
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation	5					you did good summarizing each paragraph and then asking if that sounded like her. I can tell you know these paragraphs enough to improvise asking questions which made this part more interesting and I think it allowed her to really understand and process each part and identify what sounded like her and what didn't. WAYS TO IMPROVE: Something that might be nice is to be able to highlight paragraphs as you read them - that could help keep a clients focus on the paragraph you are reading
Strengths/Non-strengths: clear explanation, markings, summary, "homework"	5					STRENGTHS: clear explanation of how to mark this section; clarified that she doesn't have to cross out the entire sentence, she can cross off parts that don't resonate with her; answered clarifying questions well that client had; gave homework (prioritize 5-7 strengths); NON-STRENGTHS: again clear explanation of how to mark section;
Money Page Discussion	5					this is such a great discussion; it's a powerful tool they can use going into an interview; it takes away the awkward feeling that comes when they asks you to describe your strengths and weaknesses. You gave her some great sample questions to ask during the interview also that helps the client decide if this job is a great fit for them too. you finished it well by defining why it is called the money page and made sure that it made sense to her.
Critical Life Issues: appropriate discussion	5					did good asking clarifying questions; offered resources to help with financial management
C: Interests						
Circle graph: good explanations of how the client's interests are distributed; good questions	5					explained graph well; clarified that the categories are listed based on her level of interest; gave a heads up of how you were going to go through the information and graphs
Explanation of Vocation/Support/Lifestyle interest levels, with examples		4				good job defining and giving examples of each of these levels WAYS TO IMPROVE: since the supporting interest is the hardest to picture - I would recommend working on a stronger or more clear example
Working through Interests appropriately		4				did a good job listening and commenting back with client during this part; asked clarifying questions and made notes when appropriate; didn't take a long time on the interests that weren't vocational; WAYS TO IMPROVE: #5 & #7 got switched (not sure if that matters)
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)	5					clarified that you are looking for gaps here - asked her about working for herself (own business vs working solo) - gave job idea based off of what a friend was doing; natural conversation flow with client is good; had good clarifying questions for the top scoring groups
Appropriate review of Lowest Interest Groups; red flags noted if applicable	5					gave brief overview; didn't notice any red flags; asked if she had questions; went back and summarized interests and asked if she felt it sounded accurate before you moved on
D: Skills						
Skills: appropriate review including any red flags within the Lowest Skills section	5					clarified that this was not an aptitude test but more of a self-assessment of her own skills; asked if list was accurate or if there was anything missing; clarified with her that the ones on her lowest interest list were definitely things she wants to stay away from when looking for a career; asked her if she saw any red flags (she noted that technology was on her low interest list but she does like technology - you clarified it well for her that it was more referring to technology on a fulltime/vocational level)
E: Values						

Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful	5					defined each section well; reminded her that values can change based on season of life - so this is an area that she can revisit and adjust as needed; read thru list and asked her if any of these on the list were out of order or missing; asked clarifying questions and what her preferences were; made note of her preferences to keep in mind of the synthesis part
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					read thru the list and double checked that she agreed with the lists; addressed the "high income" and redefined continuing education - after that she switched high income and continuing education
F: Interactive Action Plan						
Synthesis Process: Creating the Donut	5					went thru strengths/non-strengths again for review and checked off certain strengths that definitely applied to her; clarified to client that these are things she will look for in her career choice; filled in donut and asked if it looked accurate or if she had new thoughts; looked at the interest path and wrote down suggested jobs she might be interested in ; showed her how to edit the career brainstorm diagram that was generated from the donut
Synthesis Process: Create a Funnel with client	5					clear explanation of how to fill out the funnel; reminded her to look at the numbers too that go with the terms and keep that in mind when matching the term to a career she is putting thru the tunnel; conversation and suggestions with client are comfortable and natural; you offer lots of insight and reminders of past comments in other sections ; reminded client to save funnel ; went over summary, explained in detail - recommended using it in a job interview
Next Steps: O*Net navigations		4				went over O*Net earlier but this would have been a good place to review that website again
G: ICF Core Competency Standards						
Cultivates trust & safety for the client	5					client seemed very comfortable to be able to talk, ask questions and voice likes/dislikes
Maintains presence	5					she was very present with client - no distractions
Listens actively to client	5					definitely listened to client and responded with appropriate advice, clarification and at times redirection
Evokes awareness - ask questions	5					yes, was very good at asking questions that helped the client identify more clearly her interests and skills
Facilitates client's growth	5					gave client homework and suggestions on how she can use the action plan to help with job searches and interviews