Career Direct - Pers

CRITERIA: Area of Evaluation	Greatly Exceeds Expectations (Excellent) 5 Points	Exceeds Expectations (Good) 4 points
A: Introduction		
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)		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)	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"	x	
Money Page Discussion		x
Critical Life Issues: appropriate discussion		x
C: Interests		
Circle graph: good explanations of how the client's interests are distributed; good questions		
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		
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	x	
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		x

onal Consultation Rubric

Meets Expectations (Satisfactory) 3 points	Below Expectations (Fair) 2 points	Does Not Meet Expectations (Poor) 1 point	Comments
			Sufficient questions were asked pertaining to achievements, specific number she would like to make and why, asked about personal enjoyments , hobbies.
	X		Confirming ID did not quite go well, Laura was not asked if her name was spelled right or confirmed her email address or location. It was then scrolled through to next topic.
			It was encouraged to use the Detailed report , now and in the future , to clarify their responsibilityand moving forward after consultation.
			The four areas were explained briefly as to why they all need to be checked of so she can be happy and content in her work
			The scale was explained clearly and showed what midrange was what strong was and how strenghts and weaknesses can be balanced.
			The main factor was descibed appropriately ,and client was asked to confirm chart.
			Sub factors were read and explained and did ask for feedback whether or not this was accurate or not.

			Did a good job going through the career implications and asked questions about the work environment if it matches or not.
			Read the paragraphs, did seek client confirmation
			The explanation was good and what needed to be crossed out was and what need to be highlighted was.Sought the client confirmation. Given 'homework' to do.
			It was explained why it was called money page , went into some examples of how job interviews can or cannot go.
			The discussion was opened by letting the client know what critical life issues were and let the client answer.
X			There was not enough said abot the circle graph. The Doing which was 0% was never really explained or gotten back to.
			This was explained in a way to understand with examples , very good.
			This was appropriately explained and client understood properly what to do.
			Sufficient attention was given to high interest and lower interest and explained what area the client should be looking at and what professions should be avoided.
X			**It wasn't quite reviewed enough, or explained more in details why the lower interests scores can reveal some insights about the clients's acreer interests.**
			The review was well done and the red flags were brought to attention showing why she should avoid certain jobs with those lower skills interest.

			Further explanations were asked for and did get clarification from client.
			All of these were done and elaborated on. The client was able to relate and answer questions so it was made clear.
			It was thorough and explained in details , questions were asked and the client was able to answer.
			The funnel was created it was clear , not too much to comment on this.
	X		I did not see any Onet navigation , this could have been elaborated more on and explain how it works and how to navigate through it
			There was a sense of trust and involvement from the client towards consultant.The consultant engaged in relating information about herself and asked questions about the client to build up a relationship and thereby able to break the ice.
			The presence was maintained, there were no distractions and consultant stayed focus and on topic.
			A great job was done listening actively to client and would ask more questions for clarification if necessary.
			There was much engagement and awareness pertaining to the clients's responses.Questions were asked if there was more information needed.
			Much input was given to client to further their growth, there could have been information given on how to navigate around Onet. This could have aided more in clients's search.