

<b>CRITERIA: Area of Evaluation</b>
<b>A: Introduction</b>
Interview: asked important and relevant questions; reasonable time spent
Cover page: Confirmed ID; discussion of "self-discovery"
Table of Contents : When to use this report (to encourage future use)
4 Windows page: Explain
Explanation of Scales and Scores, including mid-range, introductory discussion of personality
<b>B: Personality</b>
Personality: Main factor, description, sought client confirmation
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation
Personality: Career Implications (Client ID of the most important ones; any not apply)
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation
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/LiveStyle interest levels, with examples
Working through Interests appropriately
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

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?

**F: Interactive Action Plan**

Synthesis Process: Creating the Donut

Synthesis Process: Create a Funnel with client

Next Steps: O\*Net navigations

**G: ICF Core Competency Standards**

Cultivates trust & safety for the client

Maintains presence

Listens actively to client

Evokes awareness - ask questions

Facilitates client's growth


Career Direct - Personal Consultation Rubric

Greatly Exceeds Expectations (Excellent)	Exceeds Expectations (Good)	Meets Expectations (Satisfactory)	Below Expectations (Fair)	Does Not Meet Expectations (Poor)
5 Points	4 points	3 points	2 points	1 point
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**Comments**

**Asked clear, relevant questions; time used effectively.**

ID confirmed; good mention of self-discovery.

Briefly mentioned; could be emphasized more for future use.

Explained each window clearly with brief client input.

Good explanation of scale ranges and their meaning.

Explained well and sought client agreement.

Covered most nuances; some minor areas skipped.

Identified key links to career; not all explained in detail.

Reviewed fully with good interaction and client feedback.

Clear summary; gave client a "homework" reflection.

Discussed properly on how to use strenghts and non-strenghts in interviews.

Good discussion on this, giving the correct advice as a Career Direct consultant.

Excellent discussion and interaction with client.

Excellent examples and it was clear that the client really understand the difference.

Flowed logically; client seemed engaged.

Pages reviewed appropriately; could use deeper discussion.

Addressed low-interest areas with some client reflection, excellent explanation of red-flags and reason fro them.

Covered relevant skill areas; one or two red flags noted and lightly explored and discussed with client.

Spend more than enough time on this topic and really engaging with client to explain herself and her discisions.

Good discussion on the values in all three areas, especially making sure the client did want high income to be top four in workoutcome area, which they then swicthed out with number 5. Maybe could havespend a little more time on lowest values and discussing those and explaining ways and real life situation where the lower values are featuring more so she can see how she should try to avoid those types of work places etc.

The consultant clearly demonstrated strong competency by properly creating the Donut and explaining it effectively to the client, ensuring understanding and engagement.

The consultant excelled in guiding the client through the funnel creation process, offering detailed explanations that enhanced clarity and supported meaningful client reflection.

While the consultant mentioned O\*Net as a resource, the engagement was minimal. A more guided or collaborative exploration would have strengthened the client's ability to use it effectively.

The consultant created a safe and trusting environment, which allowed the client to engage openly and comfortably throughout the session.

The consultant was fully present and attentive, demonstrating strong focus and adaptability throughout the session, which enhanced the overall client experience.

The consultant demonstrated excellent active listening by capturing and referencing the client's comments accurately, reinforcing understanding and building a strong connection.

The consultant asked thoughtful, open-ended questions that encouraged deeper reflection and insight from the client.

The consultant effectively supported the client's development by guiding them toward clarity, confidence, and actionable next steps.
