

CRITERIA: Area of Evaluation

A: Introduction

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: Personality

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

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
Working through Interests appropriately
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)
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
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?
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

She tended to answer some of the questions FOR Laura, instead of having her answer the questions herself - like when she said "I guess you won't be choosing that one, because of what you said earlier".

She did discuss that the assessment is a self-discovery and explained to the client that this assessment would help her to make decisions when she has more knowledge about herself.

She did explain when Laura can use the report in the future. She did encourage future use and gave examples to when it will be of good use.

She did explain how the 4 dimensions work together and make a whole, but I feel she could've done it in a shorter way and spend less time on these explanations.

She explained the t-score and how it works. She went into a lot of detail with this.

She spent too much time on the "Personality". She should divide the 4 components more equally.

She asked for the clients confirmation a lot and made sure that her examples resonated with the client.

She discussed how the personality traits will affect her career choices. This was done in a practical way which is easy for the client to understand.

She did exactly that. She read the description paragraphs, applied it to examples and she sought confirmation from the client.

The explanations were clear.

She discussed exactly what it is and how it can be used practically.

She provided the client with additional resources to help with the issues she is facing.

She didn't spend a lot of time on explaining this.

She explained the differences in an easy and understandable way, with examples which fits the clients career choices.

She didn't spend enough time on this. She basically just mentioned that she doesn't see any red flags and moved on.

She spent very little time on the "skills" section in relation to the "personality" section.

She did ask the client to elaborate on her choices and to explain them.

I think she could've been more practical about the implication of the values on the specific career choices which Laura has in mind.

She just mentioned it and didn't spend time explaining it thoroughly,

She resonated with the client and told stories from her own frame of reference, which made the client feel more free to share her own stories.

There was interaction between her and the client throughout the session.

She definitely listened, because she referred back to things that the client mentioned earlier in the session to show that she was actively listening and paying attention.

She asked a lot of questions and probed the client to share more.