

## 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
<b>A: Introduction</b>						
Interview: asked important and relevant questions; reasonable time spent		x				
Cover page: Confirmed ID; discussion of "self-discovery"				x		She did discuss the 'self-discovery' but she did not confirm that this is her report.
Table of Contents : When to use this report (to encourage future use)		x				Told her to go and look and read further on her own.
4 Windows page: Explain	x					Well explained
Explanation of Scales and Scores, including mid-range, introductory discussion of personality	x					Good interaction and explanation
<b>B: Personality</b>						
confirmation	x					Client did confirm
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation	x					Good interaction and confirmation from client
Personality: Career Implications (Client ID of the most important ones; any not apply)	x					Client highlight important ones.
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation	x					Good read of important paragraphs; Always confirming with the client.
Strengths/Non-strengths: clear explanation, markings, summary, "homework"	x					Good explained and return from client
Money Page Discussion	x					Good discussion why this is the money page
Critical Life Issues: appropriate discussion	x					Great discussion around debt and stress.
<b>C: Interests</b>						
Circle graph: good explanations of how the client's interests are distributed; good questions			x			Good, quick overview.
Explanation of Vocation/Support/Lifestyle interest levels, with examples	x					Very good explanation of the 3
Working through Interests appropriately	x					Yes
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)	x					Well reviewed
Appropriate review of Lowest Interest Groups; red flags noted if applicable		x				No red flags raised
<b>D: Skills</b>						
Skills: appropriate review including any red flags within the Lowest Skills section		x				No red flags discussed

<b>E: Values</b>						
Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful	x					Client well explained
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					Nothing was changed in the top 5
<b>F: Interactive Action Plan</b>						
Synthesis Process: Creating the Donut	x					
Synthesis Process: Create a Funnel with client						
Next Steps: O*Net navigations				x		Did not hear her talk about this.
<b>G: ICF Core Competency Standards</b>						
Cultivates trust & safety for the client	x					A trustworthy environment was established from the start
Maintains presence	x					Interaction was good.
Listens actively to client	x					Yes
Evokes awareness - ask questions	x					Appropriate questions was asked the whole time
Facilitates client's growth	x					Yes