

Career Direct - Personal Consultation Rubric

CRITERIA: Area of Evaluation	Exceeds Expectations (Excellence) 5 Points	Exceeds Expectations (Good) 4 points	Expectations (Satisfactory) 3 points	Below Expectations (Fair) 2 points	Not Meet Expectations 1 point	Comments
A: Introduction						
Interview: asked important and relevant questions; reasonable time spent	x					Good and relevant questions were asked and answered by the client.
Cover page: Confirmed ID; discussion of "self-discovery"		x				It sounded like she did confirm it as the video started after that.
Table of Contents : When to use this report (to encourage future use)			x			Briefly explained to the client.
4 Windows page: Explain	x					Well explained to the client.
Explanation of Scales and Scores, including mid-range, introductory discussion of personality	x					Good explanation.
B: Personality						
Personality: Main factor, description, sought client confirmation	x					Client confirms personality factors.
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation	x					Well explained and described to client.
Personality: Career Implications (Client ID of the most important ones; any not apply)	x					Yes
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation		x				Read through every paragraph of each section.
Strengths/Non-strengths: clear explanation, markings, summary, "homework"	x					Good interaction and explanation.
Money Page Discussion	x					Well explained why this is the money page.
Critical Life Issues: appropriate discussion	x					Good interactions and discussion on these topics.
C: Interests						
Circle graph: good explanations of how the client's interests are distributed; good questions	x					Explained well.
Explanation of Vocation/Support/Lifestyle interest levels, with examples	x					Well explained to client.

Working through Interests appropriately	x					Very good working through them all.
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)	x					Well explained and interpreted.
Appropriate review of Lowest Interest Groups; red flags noted if applicable	x					Quickly and to the point explained.
D: Skills						
Skills: appropriate review including any red flags within the Lowest Skills section	x					Good and well explained. Client responded well.
E: Values						
Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful	x					Good explanation and acceptance from client.
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					Changes was made to life values. Consultant explained well to client.
F: Interactive Action Plan						
Synthesis Process: Creating the Donut	x					Was done good and correctly
Synthesis Process: Create a Funnel with client	x					Funnel was well created.
Next Steps: O*Net navigations	x					Showed and explained to client.
G: ICF Core Competency Standards						
Cultivates trust & safety for the client	x					Yes
Maintains presence	x					Yes
Listens actively to client	x					Yes
Evokes awareness - ask questions	x					Questions where asked frequently.
Facilitates client's growth	x					Yes