

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
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	5	4				Coach focused on answers she received from client. Can confirm her name on report. Coach gives good layout of time focus. Very clear. Focus on 4/4 fit. Very clear.
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	5 5 5 5 5 5 5					Asking relevant questions. Coach allowing client to give feedback. Constantly asking client if she remembers with it. Very clear. Can use in job interviews.
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	5 5 5 5 5 5					Recommends helpful resources. Good. Not too much time on this. Spent more time here to find good job fits. Very methodical. Involving client very well. Coach pointing out what to avoid. No red flags.
D: Skills Skills: appropriate review including any red flags within the Lowest Skills section	5					No red flags noticed.
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?	5 5					Coach frequently reverts to client's personality. Coach gives good perspective.

