

RUBRICS

A: Introduction

Interview: asked important and relevant questions; reasonable time spent.

Although there were lots of interaction and encouragement to allow Laura to share as much as possible, the knowledge of her background gained was helpful which take a bit more time which can be adjusted accordingly. However, the conversation did create a relationship and starting with prayer was important.

Cover page: Confirmed ID; discussion of "self-discovery"

I did not recall that Laura's ID was mentioned to be confirmed. Asking Laura to read this ... 'purpose of this instrument is self-discovery' ensured that she comprehends and internalises this Career Direct report.

Table of Contents: When to use this report (to encourage future use)

Mentioned that more resources will be forwarded and to re-read the report often for reference especially there are concerns in her career choice.

4 Windows page: Explain

The Personality, Vocational Interests, Skills and Abilities, Values was well highlighted and emphasized especially mentioning that having a 4 out of 4 fit is ideal.

I liked that the Lord does things purposefully and He eventually get us there (100%), was brought up.

Explanation of Scales and Scores, including mid-range, introductory discussion of personality

The detailed explanations (on the samples) were very well understood, and Laura's comment was also solicited for her to have a better understanding.

Examples of careers were shared to substantiate.

Each of the Personalities (both strengths and non-strengths) were specifically highlighted as well as the scales on the left (+30 to 0) and right (0 to +30) from the mid-range which is on a T scale.

B: Personality

Personality: Main factor, description, sought client confirmation.

Started from the strongest to the least strong on that specific Personality such as Unstructured (scale of +23). There was also a follow up question on, "if that sounds like her?" to confirm. NOTE: It was noticeable that there was consistency for the explanations and questions raised on the majority of the Personalities of Laura.

Personality: Sub-factors used to explain nuances

of main factor; sought client confirmation

The sub-factors were also highlighted such as spontaneous (+21), indifferent (+29) and improvising (+19). Explanations on each added as well.

Personality: Career Implications (Client ID of the most important ones; any not apply)

Highlighted the occupations to look out for are loosely structured, inexact, etc., etc., and which resonate for Laura. Hearing her out was important and that the Consultant takes notes on Laura's answers for follow-up, is necessary. Assurance for Laura that the 'circled' notes on the pages of report will be forwarded for reference.

Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation

After few sentences, confirmation was asked from Laura, 'if it sounds like her?'. Reemphasizing the meaning of some sentences were also regularly used.

Strengths/non-strengths: clear explanation, markings, summary, "homework"

The strengths/no-strengths are used to highlight Laura's understanding of herself - her self-awareness given that she does a check plus, check or check minus (cross). Explanations were also given especially when questions were raised. There was also homework to be done in prioritising her top 5 to 7 from the number one

*strength to the least.
The same was done for the non-strengths.*

Money Page Discussion

These pages (on Strengths and Non-Strengths) are called the money pages and to bookmark with the \$ sign.

It was emphasized that it would be good to reference these strengths and non-strengths (these two \$ pages) when having a job interview which brings about terminology and verbiage. It will be impressive to secure a job and having higher salary

Critical Life Issues: appropriate discussion

The graph showed that there is High Debt (+15) which indicated an above-average level of indebtedness and with a score of 9 for unsound Financial Management even though Laura's stress level (relaxed +16) indicated that she is quite content and coping.

Questions were raised on this dichotomy which can hopefully help her to understand and manage better.

There were also recommendations (resources to be sent to Laura) especially on financial management which can be helpful.

C: Interests

Circle graph: good explanations of how the client's interests are distributed; good questions

Information given on the Major Interest Areas in relation to Career Groups with the strongest as Influencing (54%), Helping (25%), Analysing (11%), Expressing (11%) and Doing (0%) for Laura.

Explanation of Vocation/Support/Lifestyle interest levels, with examples

As the Consultant continues the above, Laura was requested for her definition on vocational, supporting or lifestyle interest, in relation to the groupings.

Working through Interests appropriately

The definition was also explained specifically for a better understanding to align with Laura's perspective in a particular career group and the interest group.

To Note: Learning is lifelong

Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)

The top 8 Career Groups were listed with Questions raised on the occupations associated for a better understanding.

It is important to align with Laura's understanding on the mentioned Career Groupings.

Appropriate review of Lowest Interest Groups; red flags noted if applicable

This is also important to look at especially the Lowest Interest Groups so that it is not a major part of a career choice and that there are no red flags to be concern.

D: Skills

Skills: appropriate review including any red flags

within the Lowest Skills section

The Natural Skills and Abilities are the criteria and the areas in the lowest skills section are not necessarily Natural strengths or that there were no opportunities to develop these.

E: Values

Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful

Values can change the most according to circumstances, experiences or life stages. Important to list the strongest to least strong and reference periodically. Focused on the top 4 such as Independence, Harmony, Challenge and Variety (Equality).

WE, WO and LV: Any others needed to be added (top 5?) Anything low in Values that should be noted/pointed out/asked about?

On work environment, sought Laura's understanding and questions (if any) with references on numbers 5 and 6. On work outcome, clarifications made specially on income. As for life purpose on what is most important focusing on the top 4 which are Faith, Integrity, Family and Service to others.

F: Interactive Action Plan

Synthesis Process: Creating the Donut

The inner circle within the Donut is the Vocational, then the Supporting and lastly (on the outside) the Lifestyle/Hobbies.

*References to earlier session as discussed:
Vocational: Management/Sales and Service/Administration*

Supporting: Education, Faith/Ministry/Missions, Performance/Communication and Counselling/Mental Health
Lifestyle: Logistic/Transportational and Computational/Financial

The interest path (5 major interest areas) was also highlighted. A chart was shown with questions raised to confirm.

Synthesis Process: Create a Funnel with client

This Career synthesis starts with the Occupation (e.g. Fundraiser/Development Officer), the 4 areas (Personality, Interests, Skills/Abilities and Values) were individually discussed. The summary then showed everything that was checked and if it was a fit was shown. Lastly, there is a Test Drive and Confirm the Fit and download the saved pdf document.

Next Steps: O*Net navigations

To note: the above filled in data can be reset to work through again to fine tune specifics.

G: ICF Core Competency Standards

Cultivates trust & safety for the client

Establishing trust and safety are important to develop a relationship with client which allow openness and personal sharing. It was good that prayer was said, and it can begin at the start.

Maintains presence

This presence creates an ability to interact well

and prior knowledge of client's background (to an extent) does help.

Listens actively to client

When listening to client, do not interrupt unless necessary. However, it is good to reconfirm or repeat the answers that the client had given if unsure.

Evokes awareness - ask questions

As in active listening, the asking of questions reconfirms client's acknowledgements.

Facilitates client's growth

After the consultation and with the knowledge gained, it necessitates that the client is encouraged to fulfil their aspirations with the affirmation whenever there is a need (clarifications), help is at hand.