| CRITERIA: Area of Evaluation |
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| **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 |

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| 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) 5 Points | Exceeds Expectations (Good) 4 points | Meets Expectations (Satisfactory) 3 points | Below Expectations (Fair) 2 points | Does Not Meet Expectations (Poor) 1 point |
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| Comments |
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| Coach asked important and relevant questions. |
| Name is on the report. |
| Coach give good layout of the report and time focus. |
| Very clear explained. |
| Clearly explained. |
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| Good explanation of personality factor. |
| Relevant questions asked. |
| Good questioning with career options. |
| Constantly asking client if she resonate with the content. |
| Very clear explanation. |
| Good discussion en recommendations for careers. |
| Recommends helpful resources. |
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| Good explanation. Not too much time spend on it. |
| Good amount of time spend on this. |

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| Very good. |
| Client is involved throughout the process. |
| Coach pointing out what to avoid. |
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| No red flags noticed. |
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| Good explanation by refering back to personality. |
| Coach gives good perspective. |
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| Donut is well explained. |
| Funnel is good explained. |
| Nacigations good explained. |
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| Coach cultivates a very save environment for the client. |
| Coach maintains good presence throughout session. |
| Coach actively listen to client. |
| Questions are being asked throughout the session. |
| Coach facilitates very good client growth. |