

Career Direct - Personal

CRITERIA: Area of Evaluation	Greatly Exceeds Expectations (Excellent) 5 Points	Exceeds Expectations (Good) 4 points
A: Introduction		
Interview: asked important and relevant questions; reasonable time spent		4
Cover page: Confirmed ID; discussion of "self-discovery"		4
Table of Contents : When to use this report (to encourage future use)	5	
4 Windows page: Explain	5	
Explanation of Scales and Scores, including mid-range, introductory discussion of personality	5	
B: Personality		
Personality: Main factor, description, sought client confirmation		4
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)	5	

Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation	5	
Strengths/Non-strengths: clear explanation, markings, summary, "homework"	5	
Money Page Discussion	5	
Critical Life Issues: appropriate discussion	5	
C: Interests		
Circle graph: good explanations of how the client's interests are distributed; good questions		4
Explanation of Vocation/Support/Lifestyle interest levels, with examples	5	
Working through Interests appropriately		4
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)		
Appropriate review of Lowest Interest Groups; red flags noted if applicable		4
D: Skills		
Skills: appropriate review including any red flags within the Lowest Skills section		4
E: Values		
Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful		4

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?		4
F: Interactive Action Plan		
Synthesis Process: Creating the Donut		4
Synthesis Process: Create a Funnel with client		
Next Steps: O*Net navigations		4
G: ICF Core Competency Standards		
Cultivates trust & safety for the client	5	
Maintains presence		4
Listens actively to client	5	
Evokes awareness - ask questions	5	
Facilitates client's growth		4

onal Consultation Rubric

Meets Expectations (Satisfactory)	Below Expectations (Fair)	Does Not Meet Expectations (Poor)	Comments
3 points	2 points	1 point	
3			

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