

CRITERIA: Area of Evaluation

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
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

Comments

Asked thoughtful, relevant questions and used time effectively.

Confirmed ID and framed the session with a meaningful self-discovery focus.

Clearly explained when and how to revisit the report.

Provided a clear and engaging overview of the 4 Windows framework.

Explained scoring and personality concepts with clarity and care.

Described the main personality factor well and confirmed client understanding.

Skillfully unpacked sub-factors to deepen insight and invited client reflection.

Highlighted relevant implications and helped client identify key takeaways.

Reviewed personality paragraphs effectively, ensuring client engagement and clarity.

Explained clearly with helpful markings and practical follow-up.

Facilitated a thoughtful and relevant discussion around sharing strengths and non-strengths in a job interview.

Addressed life issues with sensitivity and relevance to the client's context.

Explained interest distribution clearly and asked insightful questions.

Provided meaningful examples to clarify Vocation, Support, and Lifestyle interests.

Guided the client through interest areas with clarity and purpose.

Reviewed summary pages thoroughly and constructively.

Noted red flags appropriately and handled with care.

Reviewed skill areas effectively, including thoughtful attention to low-skill flags.

Asked helpful follow-up questions to clarify client values.

Supported client in identifying top values and exploring any low-value areas.

Facilitated a clear and collaborative synthesis process.

Guided the funnel process with clarity and relevance.

Provided practical navigation support using O*Net and other tools.

Created a safe, affirming space for open dialogue.

Maintained strong presence and attentiveness throughout.

Listened deeply and responded with empathy and insight.

Asked thoughtful questions that sparked meaningful reflection.

Supported the client's growth with clarity, encouragement, and actionable steps.