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

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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x	x			
		x		
x				

Comments
The questions that I prepared was relevant and sufficient
Not discussed
Not discussed
Not discussed
Not discussed
I summed up the client's personality accurately. I could have taken her back-ground and intellectual status into account more.
The main personality factors was discussed. The client's has a very balanced personality, but the factors that was important was discussed and accurate.
I used the consultant manual and summarised the personality factors. Feedback from the trainer was that it was very accurate.
I looked at the client's strenghts, and non-strenghts, but also used the interactive action plan to look at what she indicated. I summarised how she can work on both streghts and non-strenghts and gave practical examples. The trainer found this accurate and satisfactory.
Not discussed
I could have taken her life-issues into account more accurately.
I summarised the interests adequitely, and took these into account with her personality to look at career options.

I looked at this on her documents, and kept this and her background in mind when I made notes on career options.	
I kept her high interests in mind throughout my note taking.	
I looked at the connections between personality, interest and skill and discussed this with the trainer. It was found to be accurate	
I combined her strongest personality traits, interest and skill with her values and sugested some occupational options that will fit her. Her values was considered with each suggestion and the trainer found this to be accurate.	
Although we did not discuss this in the session, I looked at her Career Direct test and interactive action plan, and I am familiar with how to do this and present it.	
There was good engagement in the session, and no distractions.	
I am usually a very good listener, but I could have listened more in the session, and focus more on cues on when to be quiet.	
I could have prepared questions to the trainer, which I did not.	
I think my summary will be motivating to the client and encourage growth.	