

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)	Exceeds Expectations (Good)	Meets Expectations (Satisfactory)	Below Expectations (Fair)	Does Not Meet Expectations (Poor)
5 Points	4 points	3 points	2 points	1 point
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Comments
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.
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.
Good explanation. Not too much time spend on it.
Good amount of time spend on this.

Very good.
Client is involved throughout the process.
Coach pointing out what to avoid.
No red flags noticed.
Good explanation by referring back to personality.
Coach gives good perspective.
Donut is well explained.
Funnel is good explained.
Nacigations good explained.
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.