

**Career Direct - Personal Consultation Rubric**

CRITERIA: Area of Evaluation	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	Comments
<b>A: Introduction</b>						
Interview: asked important and relevant questions; reasonable time spent	✓					Maybe speaks too fast.
Cover page: Confirmed ID; discussion of "self-discovery"				✓		Did not confirm I.D.
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>B: Personality</b>						
Personality: Main factor, description, sought client confirmation	✓					
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation	✓					sharing definitions and constantly asking for feedback
Personality: Career Implications (Client ID of the most important ones; any not apply)	✓					using interesting sport metaphors
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation	✓					Very good interaction. Explaining + giving solutions for Non-Strengths
Strengths/Non-strengths: clear explanation, markings, summary, "homework"	✓					Very clear
Money Page Discussion	✓					
Critical Life Issues: appropriate discussion	✓					Gave good resource to read.
<b>C: Interests</b>						
Circle graph: good explanations of how the client's interests are distributed; good questions	✓					Good how she brings in funnel + Donut graph.
Explanation of Vocation/Support/Lifestyle interest levels, with examples	✓					Interestingly using word "MEANS" instead of "support."
Working through Interests appropriately	✓					Constantly comparing with personality
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)	✓					Puts 3 pages next to each other.
Appropriate review of Lowest Interest Groups; red flags noted if applicable	✓					Did not waste time on this.
<b>D: Skills</b>						
Skills: appropriate review including any red flags within the Lowest Skills section	✓					Again using funnel + Donut well
<b>E: Values</b>						

Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful	✓					changed some values to better suite client.
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?	✓					
<b>F: Interactive Action Plan</b>						
Synthesis Process: Creating the Donut	✓					very clear.
Synthesis Process: Create a Funnel with client	✓					Gave client work sheets.
Next Steps: O*Net navigations	✓					
<b>G: ICF Core Competency Standards</b>						
Cultivates trust & safety for the client	✓					Excellent. I liked how she explained how she might bring in word from the Holy Spirit. Treat it as buffet!
Maintains presence	✓					
Listens actively to client	✓					
Evokes awareness - ask questions	✓					
Facilitates client's growth	✓					