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
A: Introduction						
Interview: asked important and relevant questions; reasonable time spent		✅				I asked relevant, focused questions that helped Chanté open up without dragging the session. I kept the pace natural and allowed space for reflection.
Cover page: Confirmed ID; discussion of "self-discovery"		✅				I took time to explain the purpose of the assessment, highlighting self-discovery as
Table of Contents : When to use this report (to encourage future use)		✅				I encouraged Chanté to refer back to the report whenever she faces career decisions, and pointed out where she could find specific insights.
4 Windows page: Explain		✅				I clearly explained the Four Windows model and continued to refer back to it
Explanation of Scales and Scores, including mid-range, introductory discussion of personality			✅			I made sure Chanté understood how to interpret her graphs and what mid-range scores mean, which helped her feel more confident in trusting the process.
B: Personality						
Personality: Main factor, description, sought client confirmation			✅			I explained her dominant personality traits and consistently asked for her feedback
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation			✅			I used sub-factors to highlight subtle aspects of her personality, especially around leadership and flexibility, and checked in regularly to see if it resonated with her.
Personality: Career Implications (Client ID of the most important ones; any not apply)			✅			I explained the career implications of her personality and asked Chanté to reflect on which ones she felt matched or didn't apply.
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation		✅				Instead of just reading, I made the personality paragraphs conversational, pausing often to hear her thoughts.
Strengths/Non-strengths: clear explanation, markings, summary, "homework"		✅				We went through her strengths and non-strengths in detail. I marked the ones she resonated with and gave her reflection "homework" to work on some non-strength areas
Money Page Discussion			✅			We discussed her money values, but I was mindful of keeping it sensitive since this
Critical Life Issues: appropriate discussion			✅			I guided her through a powerful values reflection using the "80-year-old Chanté"
C: Interests						
Circle graph: good explanations of how the client's interests are distributed; good questions		✅				I explained the interest graph thoroughly and used good follow-up questions to unpack her top and low areas.
Explanation of Vocation/Support/Lifestyle interest levels, with examples			✅			I explained each of the levels using examples from our earlier discussion, which helped her see how they show up in real life.
Working through Interests appropriately			✅			I walked Chanté through her interests thoroughly and allowed space to explore what
Appropriate review of Interest Summary Pages (Activity/Occupation/ Subject)			✅			I did go over this section, although a bit briefly. I reassured her that she could always come back to it and reach out if she needed help understanding it deeper.
Appropriate review of Lowest Interest Groups; red flags noted if applicable			✅			I highlighted her lowest areas clearly and explained why knowing them is just as important for career direction.
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		✅				I explained her skills results well and carefully discussed any lower areas to be mindful of in future planning.
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?			✅			Again, I used the "80-year-old" reflection exercise to bring deeper meaning to her top values, which helped her connect with them more personally.
F: Interactive Action Plan						
Synthesis Process: Creating the Donut			✅			I created the Donut together with her, linking it back to what we had discussed in

Synthesis Process: Create a Funnel with client		✅				I guided her through the Funnel process and made sure she left with clear next steps
Next Steps: O*Net navigations				✅		I encouraged her to explore O*Net for career profiles that matched her top interests
G: ICF Core Competency Standards						
Cultivates trust & safety for the client			✅			Chanté seemed comfortable and open with me, which I believe reflects the trust and
Maintains presence			✅			I stayed engaged, consistent in tone and energy, and fully present throughout the
Listens actively to client			✅			I listened attentively and reflected back what I heard. I also took brief notes to track
Evokes awareness - ask questions		✅				I asked thought-provoking questions when I sensed there was something deeper,
Facilitates client's growth		✅				Throughout the session, I helped Chanté see her strengths, identify areas to grow,