

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

**Personal
Consultation**

**Greatly Exceeds
Expectations
(Excellent)**

5 Points

X

X

X

X

X

X

X

X

X

X

X

X

X

X

Comments

Asked relevant questions and built rapport steadily.

Confirmed ID and framed the session as a journey of self-discovery.

Explained when and how to revisit the report.

Provided a clear overview of the framework.

Gave a helpful intro to personality and mid-range scores.

Explained clearly and checked for Declan's understanding.

Used well to add nuance and invited Declan's input.

Helped Declan identify what felt most relevant.

Reviewed content thoughtfully/indept and confirmed meaning.

Marked clearly and gave useful takeaways.

Covered appropriately with practical insights.

Addressed with sensitivity and relevance. Also recommended a book for Declan.

Explained distribution and asked insightful questions.

Gave examples and clarified levels well.

Guided the process with clarity.
Reviewed thoroughly and meaningfully.
Consultant did go through it, however no red flags.
Highlighted key areas and were there no red flags.
Asked thoughtful follow-ups when needed.
Helped Declan reflect and add missing pieces.
Facilitated synthesis with clarity and structure.
Collaborated well to shape next steps.
Provided helpful direction and resources.
Built trust over time, very honest and in a kind way direct.
Stayed engaged and responsive throughout.
Picked up on key themes and emotions.
Asked questions that deepened your insight.
Encouraged reflection and future action.