

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
5 Points				
5 Points				
5				
5				
	4			
5				
	4			
5				
5				
5				
5				
5				
5				
5				
5				
5				
	4			



Comments

Yes she even went back to check on Laura's background info

yes emphasis was given on self-discovery and she even asked Laura to read that first sentence

yes she went through each one and even mentioned the percentage of report reading time for each one

yes it was explained, examples were given (working in medical field, pianist)

I think the scoring was not comprehensively explained

She sought clarification but has not really explained in detail each sub-factor, perhaps she's assuming Laura knows since she is a native speaker of the English language

Yes she was very good at handling this, knowing how sensitive this might be for Laura

Each skill was not comprehensively explained

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Each skill was not comprehensively explained

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Yes, she even made follow-up questions such as what she meant by "High Income"

She did not really spend time explaining on the low scores, she mostly focused on the high scores

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Yes

I don't remember her doing the funnel with Laura

she mentioned O'Net but did not show the website and how to navigate through it

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Yes, she kept her engaged the whole time, very affirming but made clarifying statements when needed to

She would also give examples relating her personal experiences, I think she was able to connect and build

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She also gave reading or resources that she can explore

o guide Laura r with her thoughts

d rapport with Laura