

Career Direct - Personal Consultation Rubric

CRITERIA: Area of Evaluation	Greatly Exceeds Expectations (Excellent)	Exceeds Expectations (Good)	Meets Expectations (Satisfactory)	Below Expectations (Fair)	Does Not Meet Expectations (Poor)	Comments
	5 Points	4 points	3 points	2 points	1 point	
A: Introduction						
Interview: asked important and relevant questions; reasonable time spent		4				
Cover page: Confirmed ID; discussion of "self-discovery"	5					
Table of Contents : When to use this report (to encourage future use)	5					
4 Windows page: Explain	5					
Explanation of Scales and Scores, including mid-range, introductory discussion of personality	5					
B: Personality						
Personality: Main factor, description, sought client confirmation	5					
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation	5					
Personality: Career Implications (Client ID of the most important ones; any not apply)	5					
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation	5					
Strengths/Non-strengths: clear explanation, markings, summary, "homework"	5					
Money Page Discussion	5					
Critical Life Issues: appropriate discussion	5					
C: Interests						
Circle graph: good explanations of how the client's interests are distributed; good questions		4				
Explanation of Vocation/Support/Lifestyle interest levels, with examples	5					
Working through Interests appropriately	5					
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)	5					
Appropriate review of Lowest Interest Groups; red flags noted if applicable	5					
D: Skills						
Skills: appropriate review including any red flags within the Lowest Skills section	5					
E: Values						
Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful	5					
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?	5					
F: Interactive Action Plan						
Synthesis Process: Creating the Donut		4				
Synthesis Process: Create a Funnel with client	5					
Next Steps: O*Net navigations		4				
G: ICF Core Competency Standards						
Cultivates trust & safety for the client	5					
Maintains presence	5					
Listens actively to client	5					
Evokes awareness - ask questions	5					
Facilitates client's growth	5					