

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	✓					
Cover page: Confirmed ID; discussion of "self-discovery" use)	✓					
Table of Contents : When to use this report (to encourage future use)	✓					
4 Windows page: Explain	✓					very clear and precise
Explanation of Scales and Scores, including mid-range, introductory discussion of personality		✓				can be more descriptive
B: Personality						
Personality: Main factor, description, sought client confirmation	✓					explained the sub factors
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation	✓					well.
Personality: Career Implications (Client ID of the most important ones; any not apply)	✓					asked very relevant questions.
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation	✓					explained very well
Strengths/Non-strengths: clear explanation, markings, summary, "homework"	✓					maybe a resource suggestion?
Money Page Discussion	✓					
Critical life issues: appropriate discussion		✓				
C: Interests						
Circle graph: good explanations of how the client's interests are distributed; good questions	✓					excellent
Explanation of Vocation/Support/Lifestyle interest levels, with examples	✓					
Working through Interests appropriately	✓					Good use of TRUE + FALSE
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)	✓					
Appropriate review of Lowest Interest Groups; red flags noted if applicable	✓					Good to notice the red flags.
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?		✓							could maybe ask more relevant questions
F: Interactive Action Plan									
Synthesis Process: Creating the Donut	✓								
Synthesis Process: Create a Funnel with client	✓								
Next Steps: O*Net navigations		✓							referred to online resources
G: IIF Core Competency Standards									
Cultivates trust & safety for the client	✓								
Maintains presence	✓								
Listens actively to client	✓								
Evokes awareness - ask questions	✓								
Facilitates client's growth	✓								