

Career Direct - Personal Consultation Rubric

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						General observation: - very fast, rather pushy, somehow impatient, gives very little time for any reflection; hardly any dialogue (the ratio of talking is about 90:10); most teenagers would not dare to contradict... consultant is very convincing... - "I want you to" ... is not appropriate for Swiss culture ... we would say "may I ask you to..." + Very knowledgeable; masters the profile back and forth... a true expert of the Career Direct tool ++ excellent preparation very clear recommendations prepared
Interview: asked important and relevant questions; reasonable time spent					1	- does not take place
Cover page: Confirmed ID; discussion of "self-discovery"				2		- does not take place; just general question, if everything is ok... no time to reflect
Table of Contents : When to use this report (to encourage future use)					1	- does not take place other than encouragement to work with report - races through 6 principles of biblical view of work
4 Windows page: Explain	5					
Explanation of Scales and Scores, including mid-range, introductory discussion of personality	5					positiv: asking client for spontaneous grading; asking mother and father ... positiv: gives CD definitions of terms to allow client to confirm
B: Personality						?? Says of herself she is number one coach in USA and Nr 1 in the world... ??
Personality: Main factor, description, sought client confirmation	5					
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation	5					?? Shows her big knowledge of the mechanics of her favorite sports Long explanation ... unclear what she wants to tell the client by it ??
Personality: Career Implications (Client ID of the most important ones; any not apply)	5					+ knows all the subfactors well and what of the blue criterias go with what subfactor .. Can tell the client which ones to underline and which ones don't apply...
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation	5					very good examples; going through process step by step very diligently; excellent explanations gives the unstructured client plenty of examples where this personality trait is a great plus... and in what situations encourages the client to walk according to his personality gives practical advice... ?? procrastination is a tool ... does not need to be fixed ?? ... need to learn to use it well... brain only works under pressure... doing things ahead of time is a waste of time ... Put due dates on planner ... ?? personal example of "speech in front of 40'000 people" ... will this really encourage a teenager?... would this not intimidate a teenager?
Strengths/Non-strengths: clear explanation, markings, summary, "homework"	5					+ question what part is true or not... ?? The average number of strength in CD is 6 ??? (all case studies had much more ...) .. Is this really true? ?? Is it true, that unnecessary risks is only defined by others ... + clear homework (1-5) ... most true.... wanting to be comfortable and convicted about design....
Money Page Discussion	5					+ emphasis on "money page" ... preparation for job interview + encouragement to work on strength rather than on weaknesses
Critical Life Issues: appropriate discussion			4			+ questions not just based on savings ... but on thoughts about money + recommendation of book to read... + 2300 verses on finances ... only 10% on giving; 90% on stewardship - criticizing pastors....

C: Interests						+ humour + wanting to reduce numbers of potential jobs + 8 hours/day; 40 hours/week; 40 years
Circle graph: good explanations of how the client's interests are distributed; good questions	5					+ 5 categories come from department of work (not CD) + elimination 6000 jobs by crossing out any of the five with 0%
Explanation of Vocation/Support/Lifestyle interest levels, with examples	5					
Working through Interests appropriately	5					+ using donut as a worksheet ... + asking with every interest to look at job-suggestions and pick the top 2-3 and if they are vocational, means (activity?) or hobby + filtering those picks through the personality traits ? read all the results one by one
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)	5					+ explanation: the more a job fits All the criteria, the higher the chance for job satisfaction... + summarizing all the criterias + naming jobs that could include as many criteria as possible + placing all three interest pages next to one another + all your top threes are included... + looking for Golden dread" ... and giving very specific suggestions
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					+ good introduction of learned and natural skills + if personality that can handle a lot of stress God will also give you an interest or skill ? in a stress reliever... (arts, sports, ...) + reading out every description word by word of all the top four + asking if these skill would work with chosen job career options ? also reading description of Nr. 5 out of book
E: Values						
Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful	5					+ clear introduction that values can change the most of all + ask, if the top 4 are correct What did you think when you put this high up? Challenging the choice ... (Challenge instead of Security ...) + ask client to write top 4 in funnel + ask client to verify if there are read flag (i.e. Outdoors (Nr. 1) as a youth pastor (top career option) ... encouragement to look for a youth pastor role that has a lot of outdoor + clearly explain the 3 categories of values... ? high incomer is 500'000.- plus + clear definition of various values... (i.e. recognition ... wanting to contribute to something meaningful and lasting.... maybe asking otehrs to gove feedback on your work an performance...) + ask client to verify to four values against to career-choice + warning client not to become a workaholic
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	5					+ clear description as to how to use the IAP
Synthesis Process: Create a Funnel with client		4				+ works through one example
Next Steps: O*Net navigations	5					+ extended explanation on O*Net

							+ give recommendations of next steps... + does that sound appealing to you? + mum and dad: any questions? ? Declan should not go to college ... would be a bad move (is that not going to far?) ... 4 Things + no follow up... But ready to respond ... ? Ask you to rate CD ...be honest ? link of recording to download ... ? referral... please share my contact....
G: ICF Core Competency Standards							
Cultivates trust & safety for the client			4				
Maintains presence	5						
Listens actively to client			4				
Evokes awareness - ask questions			4				
Facilitates client's growth	5						