

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