

**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

| <b>Greatly Exceeds<br/>Expectations<br/>(Excellent)</b> | <b>Exceeds<br/>Expectations<br/>(Good)</b> | <b>Meets<br/>Expectations<br/>(Satisfactory)</b> | <b>Below<br/>Expectations<br/>(Fair)</b> | <b>Does Not<br/>Meet<br/>Expectations<br/>(Poor)</b> |
|---|--|--|--|--|
| <b>5 Points</b>   | <b>4 points</b>                            | <b>3 points</b>                                  | <b>2 points</b>                          | <b>1 point</b>                                       |
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## Comments

She didn't ask enough questions at the beginning. I felt that she started out a bit boring and she lost the client's concentration for a while.

The video only started recording on the next page, so I'm not sure.

She shortly encouraged future use of the report and mentioned the table of contents.

Good explanation!

The explanation of the scores could've been explained in an easier way for Declan. The explanation was very short and vague. She was reading more than she was explaining.

Good explanation and sought feedback from client.

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She spoke more about the personal implications of the personality factors than the implication on his career.

Had good discussions with the client and sought his confirmation.

Very good explanations and examples given. She also gave Declan homework to do and next steps for him to use the report.

Great discussion! This is the first time I've seen a video where someone called it the "money page" and explained it this well!

Good explanation of the Biblical view of money and she even recommended a book for further development.

|   |
|---|
| <b>Good explanations and good questions asked.</b>  |
| <b>Very good explanations and definitions of the interest levels with good examples!</b>  |
| <b>All of the interests were discussed.</b>   |
| <b>The trainer summarised all of the interests and evaluated them against the clients personality.</b>  |
| <b>All of the interests were reviewed through the clients personality and red flags were noted.</b>   |
|   |
| <b>She added extra explanations which were not added in the report, which is great!</b>   |
|   |
| <b>She explained the meaning of the values when the client was unsure and asked for elaboration from the client.</b>  |
| <b>She checked if the client wanted to make any changes to their choices and asked for further clarification.</b>   |
|   |
| <b>She explained everything thoroughly.</b>   |
| <b>She explained everything thoroughly.</b>   |
| <b>Very good and practical explanation! She showed Declan how to access the relevant pages and how to use it through screen sharing. This was very helpful!</b>   |
|   |
| <b>She shows great competence and she shows empathy and care for the client.</b>  |
| <b>She is very present and she knows the report of the client by heart.</b>   |
| <b>She listens actively and she asks follow-up questions to prove it.</b>   |
| <b>She asks questions. She just sometimes give very lengthy explanations and at times she runs the risk of the client losing interest or losing focus.</b>  |
| <b>She definitely facilitates growth. She adds extra resources to enhance further development for the client and she explains practical and useful ways for the client to use the report in the future!</b> |