

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)
	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"		✓			
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		✓			

I like that the consultant has prepared a book as Declan's reading material and that she had tried to engage her to highlight and write down keywords herself