

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

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
x				
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	x			
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x				

Comments

I made a lot of suggestions of questions that I would've asked and the trainer was satisfied with the questions.

I summed up the client's personality accurately. I could have taken her background and intellectual status into account more.

The main personality factors were discussed. The client's has a very balanced personality, but the factors that was important was discussed and accurate.

I used the consultant manual and summarised the personality factors. Feedback from the trainer was that it was very accurate.

I looked at the client's strenghts, and non-strenghts, but also used the interactive action plan to look at what she indicated. I summarised how she can work on both strenghts and non-strenghts and gave practical examples. The trainer found this accurate and satisfactory.

Not discussed

I could have taken her life-issues into account more accurately.

I summarised the interests adequately, and took these into account with her personality to look at career options.

I looked at this on her documents, and kept this and her background in mind when I made notes on career options.

I kept her interests in mind throughout the assessment.

I looked at the connections between personality, interest and skill and discussed this with the trainer. It was found to be accurate. I could've spent more time on any red flags and on the lowest skill section.

I combined her strongest personality traits, interest and skill with her values and suggested some occupational options that will fit her. Her whole design was considered with each suggestion and the trainer found this to be accurate.

Although we did not discuss this in the session, I looked at her Career Direct test and interactive action plan, and I am familiar with how to do this and present it.

I will be able to cultivate trust and safety with my client if I have a consultation with them in person..

There was good engagement in the session and no distractions.

I am able to listen actively to my client. I. Just have to be aware that I listen more than I speak and that I ask a lot of questions.

I asked a lot of questions to the trainer and asked for confirmation.

I think my summary will be motivating to the client and encourage growth.