

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)	Comments
	5 Points	4 points	3 points	2 points	1 point	
A: Introduction						Consultation with Katarzyna_Wolszczak on Nov 19th 2025
Interview: asked important and relevant questions; reasonable time spent		4				
Cover page: Confirmed ID; discussion of "self-discovery"		4				
Table of Contents : When to use this report (to encourage future use)			3			mentioned at various points during consultation
4 Windows page: Explain		4				
Explanation of Scales and Scores, including mid-range, introductory discussion of personality			3			
B: Personality						
Personality: Main factor, description, sought client confirmation			3			
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation			3			most subfactors were identical to the main factors ... very little nuances to explain
Personality: Career Implications (Client ID of the most important ones; any not apply)				2		mentioned a few, should be more in the future
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation			3			yes, but not enough time
Strengths/Non-strengths: clear explanation, markings, summary, "homework"			3			no specific explanations; detailed discussion
Money Page Discussion			3			Clear discussion... but no mentioning of "money page"
Critical Life Issues: appropriate discussion		4				deep and clear
C: Interests						
Circle graph: good explanations of how the client's interests are distributed; good questions			3			
Explanation of Vocation/Support/Lifestyle interest levels, with examples			3			explanation yes; examples: only the specific ones appearing on Kasias report
Working through Interests appropriately			3			
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)			3			very congruent with previous discussion points ... no surprises Other than clear change by Kasia to move agriculture / outdoors to the lifestyle-side; as a consultant I kept the two as part of my recommendations as they persistently showed up in various scales; also Kasia showed great passion for those fields in the discussion
Appropriate review of Lowest Interest Groups; red flags noted if applicable			3			no red flags... very obvious ... I did not see any gain in discussing this in greater depth
D: Skills						
Skills: appropriate review including any red flags within the Lowest Skills section			3			no red flags... very obvious ... I did not see any gain in discussing this in greater depth
E: Values						
Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful			3			
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?			3			changed some sequences within the top 6 as part of the discussion

F: Interactive Action Plan						
Synthesis Process: Creating the Donut		4				
Synthesis Process: Create a Funnel with client		4				
Next Steps: O*Net navigations				2		Mentioned and directed to page 35 on the detailed report with links to O*Net but not actually demonstrated
G: ICF Core Competency Standards						
Cultivates trust & safety for the client			3			
Maintains presence			3			
Listens actively to client		4				
Evokes awareness - ask questions		4				
Facilitates client's growth		4				