**Practitioner Technology Assessment Form - Revised**

From *Facilitating Career Development* – Fourth Edition, page 7-18

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5  Outstanding | 4  Very Strong | 3  Average | 2  Fair | 1  Poor |
| Evaluate the technology skills of your clients |  |  |  |  |  |
| Orient clients to a variety of information resources and career assessments |  |  |  |  |  |
| Perform a search using relevant keywords on search engines or on professional networks (LinkedIn, etc.) |  |  |  |  |  |
| Evaluate information based on source, relevance, currency, accuracy, and validity |  |  |  |  |  |
| Identify unique resources relevant to the career issue at hand (e.g. career choice, job search, etc.) |  |  |  |  |  |
| Differentiate between secured and unsecured websites for information privacy |  |  |  |  |  |
| Follow copyright and fair use guidelines for images or text in developing resources |  |  |  |  |  |
| Develop a presentation using presentation software (PowerPoint, Prezi, Keynote, etc.) |  |  |  |  |  |
| Provide video delivery of services (Zoom, Teams, etc.) |  |  |  |  |  |
| Keep up to date on latest technology trends in career development |  |  |  |  |  |
| Understand and apply strong passwords and/or two-factor authentication for security |  |  |  |  |  |
| Provide protection for digital files to protect clients (Encryption, folder permissions, file vault, etc.) |  |  |  |  |  |

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