



ORANGE COUNTY

EMPLOYMENT SKILLS DEVELOPMENT CHART



Directions: This form is used for on-campus or community-based work training evaluation.

Please check one: On-Campus Community-Based Work Training

Participant:	Site:
Evaluator:	Date:

SCORING: (1) Does Not Perform, (2) Physical Assistance, (3) Direct Prompts, (4) Indirect Prompts, (5) Independent

Follows Directions

<input type="checkbox"/>	• Verbal 1 Step <input type="checkbox"/> 2 Steps <input type="checkbox"/> 3 Steps <input type="checkbox"/> 4 Steps <input type="checkbox"/> 5 Steps+ <input type="checkbox"/>
<input type="checkbox"/>	• Written Statement (Standard job duty list)
<input type="checkbox"/>	• Visual Schedule Word <input type="checkbox"/> Picture <input type="checkbox"/> Word + Picture <input type="checkbox"/>
<input type="checkbox"/>	• Follows all work site rules
<input type="checkbox"/>	• Follows expected behaviors in assigned department, as specified by manager/supervisor
<input type="checkbox"/>	• Follows all workplace emergency safety protocols

Notes: Total: __/30= ___ %

Dress/Hygiene

<input type="checkbox"/>	• Dresses appropriately to work place setting (uniform or professional dress)
<input type="checkbox"/>	• Appropriate hygiene Clean and styled hair <input type="checkbox"/> Clean teeth <input type="checkbox"/> No body odor <input type="checkbox"/> Make-up, as needed <input type="checkbox"/>

Notes: Total: __/10= ___ %

Time Management and Employer Expectations

<input type="checkbox"/>	• Arrives to work on time
<input type="checkbox"/>	• Follows work schedule taking appropriate amount of time for breaks and lunch
<input type="checkbox"/>	• Leaves work on time
<input type="checkbox"/>	• Requests time off using established protocol and with at least two weeks' notice
<input type="checkbox"/>	• Maintains excellent attendance/uses limited sick time, as needed

Notes: Total: __/25= ___ %

Work Tasks (specific to work training duties/job description)

<input type="checkbox"/>	• Completes all job duties as identified in job description
<input type="checkbox"/>	• Completes tasks with 100% accuracy as defined by employer
<input type="checkbox"/>	• Works as part of a team
<input type="checkbox"/>	• As problems arise, assists in the solution process
<input type="checkbox"/>	• Handles conflicts, that arise, in an appropriate manner
<input type="checkbox"/>	• Requests additional work when assigned tasks have been completed

Notes: Total: __/30= ___ %

Productivity/Quality of Work

- Completes assigned tasks within time frame expected by employer
- Works at appropriate rate
- Work completed meets quality standards as defined by employer
- Requests accommodations when needed

Notes:

Total: __ /20= ____ %

Communication and Socializations with Supervisor and Co-workers

- Greets co-workers as appropriate support staff co-workers supervisors
- Demonstrates a good attitude at all times
- Speaks respectfully to support staff co-workers supervisors customers, where present
- Aware of and follows social boundaries
- Uses work related technology appropriately
- Uses restroom appropriately
- Appropriately participates in conversations
- Follows staff lounge rules for breaks and lunch
- Follows chain of command with questions or concerns
- Shows enthusiasm for the job by taking initiative and showing commitment to the company

Notes:

Total: __ /50= ____ %

Utilizing Workplace Natural Supports and/or Job Coaching

- Requests help from supervisor/co-workers, as appropriate
- Initiates request for help at appropriate time
- Keep supervisor informed when job duties are complete
- Follows job coach &/or co-worker instructions

Notes:

Total: __ /20= ____ %

Mobility/Community Safety/Transportation Options

- Uses public transportation, para-transit or provides own transportation to get to job/work training site
- Follows all safety precautions needed to get to job/work training site

Notes:

Total: __ /10= ____ %

ACCOMMODATION NEEDS:

Overall Total: __/195= ____%