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  □

<table>
<thead>
<tr>
<th>Participant:</th>
<th>Site:</th>
</tr>
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<tbody>
<tr>
<td>Evaluator:</td>
<td>Date:</td>
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**SCORING:** (1) Does Not Perform, (2) Physical Assistance, (3) Direct Prompts, (4) Indirect Prompts, (5) Independent

**Follows Directions**

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

Notes:  Total: __ /30=____ %

**Dress/Hygiene**

- Dresses appropriately to work place setting (uniform or professional dress)
- Appropriate hygiene  Clean and styled hair □  Clean teeth □  No body odor □  Make-up, as needed □

Notes:  Total: __ /10=____ %

**Time Management and Employer Expectations**

- Arrives to work on time
- Follows work schedule taking appropriate amount of time for breaks and lunch
- Leaves work on time
- Requests time off using established protocol and with at least two weeks’ notice
- Maintains excellent attendance/uses limited sick time, as needed

Notes:  Total: __ /25=____ %

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

- Completes all job duties as identified in job description
- Completes tasks with 100% accuracy as defined by employer
- Works as part of a team
- As problems arise, assists in the solution process
- Handles conflicts, that arise, in an appropriate manner
- 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=____ %

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# Communication and Socializations with Supervisor and Co-workers

- Greets co-workers as appropriate
- Demonstrates a good attitude at all times
- Speaks respectfully to
- 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=____ %

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# 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=____ %

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# 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=____ %

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**ACCOMMODATION NEEDS:**

Overall Total: ___/195=____%