



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

	<ul style="list-style-type: none"> • Verbal 1 Step <input type="checkbox"/> 2 Steps <input type="checkbox"/> 3 Steps <input checked="" type="checkbox"/> 4 Steps <input type="checkbox"/> 5 Steps+ <input type="checkbox"/>
<p>Check the highest number of verbal directions that can be followed and indicate scoring of 1-5.</p>	
	<ul style="list-style-type: none"> • Written Statement (Standard job duty list)
	<ul style="list-style-type: none"> • Visual Schedule Word <input type="checkbox"/> Picture <input type="checkbox"/> Word + Picture <input type="checkbox"/>
<p>Check the preferred mode of visual schedule and then indicate scoring of 1-5.</p>	
	<ul style="list-style-type: none"> • Follows all work site rules
	<ul style="list-style-type: none"> • Follows expected behaviors in assigned department, as specified by manager/supervisor
	<ul style="list-style-type: none"> • Follows all workplace emergency safety protocols

Notes: Total: __ /30= ____ %

Dress/Hygiene

	<ul style="list-style-type: none"> • Dresses appropriately to work place setting (uniform or professional dress)
	<ul style="list-style-type: none"> • 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"/>
<p>Check all items that are completed at an acceptable level and indicate an overall average score of 1-5.</p>	

Notes: Total: __ /10= ____ %

Time Management and Employer Expectations

	<ul style="list-style-type: none"> • Arrives to work on time
	<ul style="list-style-type: none"> • Follows work schedule taking appropriate amount of time for breaks and lunch
	<ul style="list-style-type: none"> • Leaves work on time
	<ul style="list-style-type: none"> • Requests time off using established protocol and with at least two weeks' notice
	<ul style="list-style-type: none"> • 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

If problem solving is not a requirement of the job, indicate a score of 5 and check in the notes box below.

- Handles conflicts, that arise, in an appropriate manner

If conflict resolution is not a requirement of the job, indicate a score of 5 and check in the notes box below.

- Requests additional work when assigned tasks have been completed

If additional work tasks are not an option, indicate a score of 5 and check in the notes box below.

Notes:

Total: __/30= ___ %

__ Problem Solving is not an essential function of this job.

__ Conflict Resolution is not an essential function of this job.

__ Additional work tasks are not available as part of this job.

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

If accommodations are not needed, please indicate a score of 5.

Notes:

Total: __/20= ___ %

Communication and Socializations with Supervisor and Co-workers

- Greets co-workers as appropriate support staff co-workers supervisors

Check all boxes applicable and give a summary score of 1-5.

- Demonstrates a good attitude at all times

- Speaks respectfully to support staff co-workers supervisors customers, where present

Check all boxes applicable and give a summary score of 1-5.

- Aware of and follows social boundaries

- Uses work related technology appropriately

If using technology is not a requirement of the job, indicate a score of 5 and check in the notes box below.

- Uses restroom appropriately

- Appropriately participates in conversations

- Follows staff lounge rules for breaks and lunch

If no staff lounge is available score a 1-5 regarding company norms 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: __ Using technology is not an essential function of this job

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= ____ %

ADDITIONAL NOTES: