



# 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

|                     |              |
|---------------------|--------------|
| <b>Participant:</b> | <b>Site:</b> |
| <b>Evaluator:</b>   | <b>Date:</b> |

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

### Follows Directions

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

**Notes:** Total: \_\_/30= \_\_\_ %

### Dress/Hygiene

|                          |                                                                                                                                                                                                    |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | • <b>Dresses appropriately to work place setting</b> (uniform or professional dress)                                                                                                               |
| <input type="checkbox"/> | • <b>Appropriate hygiene</b> 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"/> | • <b>Arrives to work on time</b>                                                          |
| <input type="checkbox"/> | • <b>Follows work schedule taking appropriate amount of time for breaks and lunch</b>     |
| <input type="checkbox"/> | • <b>Leaves work on time</b>                                                              |
| <input type="checkbox"/> | • <b>Requests time off using established protocol and with at least two weeks' notice</b> |
| <input type="checkbox"/> | • <b>Maintains excellent attendance/uses limited sick time, as needed</b>                 |

**Notes:** Total: \_\_/25= \_\_\_ %

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

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

**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= \_\_\_ %