

Total: \_\_\_/30

### **ORANGE COUNTY**

#### **EMPLOYMENT SKILLS DEVELOPMENT CHART**



Directions: This form is used for on-campus or community-based work training evaluation...to be used by schools, adult service providers and community colleges.

Please check one: On-Campus ☐ Community-Based	Work Training □
Participant:	Site:
Evaluator:	Date:
SCORING: (1) Does Not Perform, (2) Physical Assistance	e (3) Verhal Prompts (4) Visual Prompts (5) Independent
Give each skill a score of 1-5 or an N/A if not given an o	
	pportunity to demonstrate insubtrate 3 points from total
1. Follows Directions:	
◆ Verbal 1 Step □ 2 Steps □ 3 Steps □ 4 Step	os 🗆 5 Steps+ 🗆
Written Statement (Standard job duty list)	
◆ Visual Schedule Word □ Picture □ Word + F	Picture 🗆
Follows all work site rules	
Follows expected behaviors in assigned departm	nent, as specified by manager/supervisor
Follows all workplace emergency safety protoco	ols
Total:/30	
2. Dress/Hygiene:	
Consistently dresses appropriate to workplace s	
, , ,	Clean teeth $\square$ No body odor $\square$ Make-up, as needed $\square$
Total:/10	
3. Time Management and Employer Expe	
Arrives to work on time and clocks in, as require	d d
• Follows work schedule	
Takes scheduled breaks and lunch for allocated to the scheduled breaks and lunch for allocated breaks and lunch for allocated breaks and lunch for allocated breaks and lunch for all lunch for	
Leaves work on time, and clocks out as required	
Requests time off using established protocol and	
Follows company policies when sick/late/or call     Shows we far all cabadylad shifts	ing out
• Shows up for all scheduled shifts  Total: /35	
Total: /55	
4 Work Tacks (specific to work training d	utios/job doscription):
4. Work Tasks (specific to work training d	
Completes all job duties as identified in job desc	
Completes tasks with accuracy as defined by em     Works as part of a tasks.	pioyer
Works as part of a team     As problems original assists in the solution process.	
As problems arise, assists in the solution process     Lightles conflicts that arise in an appropriate way	
Handles conflicts that arise in an appropriate ma     Requests additional work when assigned tasks h	
🚃 🔻 keguests aggitional work when assigned tasks h	rave peen completed

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# 5. 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

• Identify/requests accommodations/supports, where needed

• Once completed with assigned tasks, moves on to optional tasks

Total: \_\_\_ /25

#### 6. 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	
Communicates with relevant team members	
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	
Asks for assistance as needed	

**Total: /60** 

#### 7. 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	

Total: \_\_\_ /20

#### 8. 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

Total: \_\_\_/10

## 9. Technology Literacy:

Uses appropriate methods of technology including phone, texting, and applications, when needed
 Uses and checks emails frequently using appropriate business manner
 Uses the phone as indicated in the job description and within company policies
 Uses Apps to assist with transportation

Total: /20

OCWBL#2: 2-16-23

# ACCOMMODATION NEEDS: Overall Total: \_\_\_/240

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