



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, (3) Verbal Prompts, (4) Visual Prompts, (5) Independent
Give each skill a score of 1-5 or an N/A if not given an opportunity to demonstrate...subtract 5 points from total.

1. Follows Directions:

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

Total: __ /30

2. Dress/Hygiene:

	• Consistently dresses appropriate to workplace setting (abides by company's dress code policy)
	• 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"/>

Total: __ /10

3. Time Management and Employer Expectations:

	• Arrives to work on time and clocks in, as required
	• Follows work schedule
	• Takes scheduled breaks and lunch for allocated time, abiding by DOL requirements
	• Leaves work on time, and clocks out as required
	• Requests time off using established protocol and with at least two weeks' notice
	• Follows company policies when sick/late/or calling out
	• Shows up for all scheduled shifts

Total: __ /35

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

	• Completes all job duties as identified in job description
	• Completes tasks with 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

Total: __ /30

5. Productivity/Quality of Work:

<input type="checkbox"/>	• Completes assigned tasks within time frame expected by employer
<input type="checkbox"/>	• Works at appropriate rate
<input type="checkbox"/>	• Work completed, meets quality standards as defined by employer
<input type="checkbox"/>	• Identify/requests accommodations/supports, where needed
<input type="checkbox"/>	• Once completed with assigned tasks, moves on to optional tasks

Total: __/25

6. Communication and Socializations with Supervisor and Co-workers:

<input type="checkbox"/>	• Greets co-workers as appropriate support staff <input type="checkbox"/> co-workers <input type="checkbox"/> supervisors <input type="checkbox"/>
<input type="checkbox"/>	• Demonstrates a good attitude at all times
<input type="checkbox"/>	• Speaks respectfully to support staff <input type="checkbox"/> co-workers <input type="checkbox"/> supervisors <input type="checkbox"/> customers, where present <input type="checkbox"/>
<input type="checkbox"/>	• Aware of and follows social boundaries
<input type="checkbox"/>	• Communicates with relevant team members
<input type="checkbox"/>	• Uses work related technology appropriately
<input type="checkbox"/>	• Uses restroom appropriately
<input type="checkbox"/>	• Appropriately participates in conversations
<input type="checkbox"/>	• Follows staff lounge rules for breaks and lunch
<input type="checkbox"/>	• Follows chain of command with questions or concerns
<input type="checkbox"/>	• Shows enthusiasm for the job by taking initiative and showing commitment to the company
<input type="checkbox"/>	• Asks for assistance as needed

Total: __/60

7. Utilizing Workplace Natural Supports and/or Job Coaching:

<input type="checkbox"/>	• Requests help from supervisor/co-workers, as appropriate
<input type="checkbox"/>	• Initiates request for help at appropriate time
<input type="checkbox"/>	• Keep supervisor informed when job duties are complete
<input type="checkbox"/>	• Follows job coach &/or co-worker instructions

Total: __/20

8. Mobility/Community Safety/Transportation Options:

<input type="checkbox"/>	• Uses public transportation, para-transit or provides own transportation to get to job/work training site
<input type="checkbox"/>	• Follows all safety precautions needed to get to job/work training site

Total: __/10

9. Technology Literacy:

<input type="checkbox"/>	• Uses appropriate methods of technology including phone, texting, and applications, when needed
<input type="checkbox"/>	• Uses and checks emails frequently using appropriate business manner
<input type="checkbox"/>	• Uses the phone as indicated in the job description and within company policies
<input type="checkbox"/>	• Uses Apps to assist with transportation

Total: __/20

ACCOMMODATION NEEDS:

Overall Total: __/240