

Employability Skills Checklist

Just how employable are YOU?

Rate the following areas:

Time and Space Social Competence Physical Characteristics Work

Time/Space

Attendance

___ Misses less than 3 days per quarter

___ Misses 4-5 days per quarter

___ Misses 6-7 days per quarter

___ Misses 8-9 days per quarter

Punctuality

___ Reports to work on time in morning and after lunch

___ Is late 1-2 times per week

___ Is late 3-4 times per week

Time Awareness

___ Notifies supervisor of planned absence or lateness

___ Uses clock to remain on schedule
(tells time to the _____ hour)

___ Has some difficulty with telling time

Work Environment

___ Is able to find way around immediate work environment

___ Is able to find way around most of work environment

___ Is able to find way around entire work environment

Physical Characteristics

Appearance

___ Is clean, neat and appropriately dressed

___ Is clean and neat, but clothes not always appropriate

___ Is unkempt (hair uncombed, clothes in disarray)

Social Competence

Response to Supervision

___ Is compliant; eagerly follows through; asks questions or makes appropriate suggestions

___ Is usually compliant; does not challenge supervisor

___ Occasionally challenges supervisor, but otherwise follows through

___ Does not comply promptly or shows verbal/body opposition

Attitude

___ Is cheerful, even tempered and eager to work; rarely complains

___ Is usually eager to work

___ Is easily moody or complains

Communication

___ Freely expresses thoughts and needs

___ Expresses thoughts and needs with prompts

___ Experiences difficulty expressing thoughts and needs

Social Interactions

___ Frequently initiates social interactions

___ Occasionally initiates social interactions

___ Occasionally interacts with others

___ Rarely interacts with others, or interacts inappropriately

Work-Related Behavior

___ Exhibits socially appropriate behavior for a variety of settings

___ Exhibits socially appropriate behavior for a work setting

___ Frequently exhibits appropriate social behavior; rarely disruptive

___ Occasionally exhibits disruptive behavior

Work Performance

Initiation

- Seeks out work as needed without needing to be asked
- Will do extra work if asked; asks questions to clarify
- Completes duties as assigned without prompting
- Needs prompts to move to next task assignment

Safety

- Exhibits safety awareness in work environment
- Exhibits safety awareness in immediate work environment , no prompts
- Exhibits safety awareness with prompts
- Exhibits no safety awareness

Ability to Follow Verbal Directions

- Can follow multi-step verbal directions without reminders
- Can follow multi-step verbal directions with reminders
- Is able to perform 2-3 step tasks without reminders (repetition)
- Is able to perform 2-3 step verbal tasks with reminders
- Works best with routine, repetitive verbal directions (1 step)

Attention to Task

- Can stay on task without constant supervision; is self motivated
- Can stay on task with intermittent supervision
- Works best when supervisor is present
- Stays at work area but needs prompts to stay on task
- Frequently leaves work area or is easily distracted

Task Perseverance

- Is able to work continually over one hour
- Is able to work continually up to one hour
- Is able to work continually up to one half hour
- Is able to work continually up to 15 minutes

Work Speed

- Exhibits above average speed as compared to peers or other workers
- Exhibits average, consistent speed , same as peers or other workers
- Exhibits slow, but consistent speed

Reinforcement Needs

- Requires infrequent feedback; works independently
- Requires intermittent feedback
- Requires frequent feedback
- Requires constant feedback

Adapting to Change

- Adapts to change easily
- Adapts to change with some difficulty; requires guidance
- Adapts to change with great difficulty; exhibits resistant behavior
- Requires a rigid routine

Response to Stress

- Can work under pressure without visible adverse reactions
- Expresses feelings of stress but follows through
- Has visible difficulty working when under pressure

Quality of Work

- Makes some mistakes; independently spotted and corrected
- Makes some mistakes which need to be pointed out
- Displays inconsistent quality; often spots errors
- Displays inconsistent quality; usually does not spot errors

Comments:/Follow-up _____

Date: _____

Signatures (if appropriate)

