

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)
