

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## 8. General Job Skills Assessment

**Directions:** Evaluate the student on how well he or she performs the general job skills described in the statements below. For each statement, put a mark (✓ or ✗) in the box under the number that reflects the appropriate competency rating.

1 = No evidence of skill without support  
 2 = Inconsistent performance or quality of performance  
 N/O = No opportunity to observe

3 = Consistent and independent satisfactory performance  
 4 = Consistent and independent high-quality performance

Job skills	1	2	3	4	N/O
Demonstrates good record of attendance					
Demonstrates punctuality in attendance					
Shows pride in work he or she performs					
Follows directions for tasks assigned					
Begins work without being asked or told					
Helps others voluntarily					
Works at a pace that is productive and safe					
Stays on task until the task or job is completed					
Works under pressure or within time limits					
Manages time appropriately when left alone					
Seeks help when needed					
Reacts appropriately to constructive criticism of performance					
Assumes responsibility for own actions, behaviors, or performance					
Shows respect for other people					
Shows respect for property and materials					
Shows willingness to learn new skills or information that could expand the job					
Shows adaptability to changing situations					
Responds appropriately to emergencies					
Shows problem-solving skills					
Keeps work area clean and organized					
Follows safety regulations and routines					
Dresses appropriately for specific job and weather					
Uses break time appropriately					
Demonstrates appropriate social skills for a workplace					
Other skills:					

*Note.* From "Transition Planning: Developing a Career Portfolio for Students With Disabilities," by M. Sarkees-Wircenski and J. L. Wircenski, 1994, *Career Development for Exceptional Individuals*, 17(2), p. 208. Copyright 1994 by Division on Career Development and Transition, the Council for Exceptional Children. Adapted with permission.