

**Directions: This form is used for on-campus or community-based work training evaluation.**

**Please check one: On-Campus** [ ]  **Community-Based Work Training** [ ]

|  |  |
| --- | --- |
| **Participant:** | **Site:** |
| **Evaluator:** | **Date:** |
| **SCORING: (1) Does Not Perform, (2) Physical Assistance, (3) Direct Prompts, (4) Indirect Prompts, (5) Independent** |
| **Follows Directions** |
|  | * **Verbal** 1 Step [ ]  2 Steps [ ]  3 Steps [x]  4 Steps [ ]  5 Steps+ [ ]
 |
|  **Check the highest number of verbal directions that can be followed and indicate scoring of 1-5.** |
|  | * **Written Statement** (Standard job duty list)
 |
|  | * **Visual Schedule** Word [ ]  Picture [ ]  Word + Picture [ ]
 |
|  **Check the preferred mode of visual schedule and then indicate scoring of 1-5.** |
|  | * **Follows all work site rules**
 |
|  | * **Follows expected behaviors in assigned department, as specified by manager/supervisor**
 |
|  | * **Follows all workplace emergency safety protocols**
 |
| **Notes: Total: \_\_ /30=\_\_\_\_ %** |
| **Dress/Hygiene** |
|  | * **Dresses appropriately to work place setting** (uniform or professional dress)
 |
|  | * **Appropriate hygiene** Clean and styled hair [ ]  Clean teeth [ ]  No body odor [ ]  Make-up, as needed [ ]
 |
|  **Check all items that are completed at an acceptable level and indicate an overall average score of 1-5.** |
| **Notes: Total: \_\_ /10=\_\_\_\_ %** |
| **Time Management and Employer Expectations** |
|  | * **Arrives to work on time**
 |
|  | * **Follows work schedule taking appropriate amount of time for breaks and lunch**
 |
|  | * **Leaves work on time**
 |
|  | * **Requests time off using established protocol and with at least two weeks’ notice**
 |
|  | * **Maintains excellent attendance/uses limited sick time, as needed**
 |
| **Notes: Total: \_\_ /25=\_\_\_\_ %** |
| **Work Tasks (specific to work training duties/job description)** |
|  | * **Completes all job duties as identified in job description**
 |
|  | * **Completes tasks with 100% accuracy as defined by employer**
 |
|  | * **Works as part of a team**
 |
|  | * **As problems arise, assists in the solution process**
 |
|  **If problem solving is not a requirement of the job, indicate a score of 5 and check in the notes box below.** |
|  | * **Handles conflicts, that arise, in an appropriate manner**
 |
|  **If conflict resolution is not a requirement of the job, indicate a score of 5 and check in the notes box below.** |
|  | * **Requests additional work when assigned tasks have been completed**
 |
|  **If additional work tasks are not an option, indicate a score of 5 and check in the notes box below.** |
| **Notes: Total: \_\_ /30=\_\_\_\_ %****\_\_ Problem Solving is not an essential function of this job.****\_\_ Conflict Resolution is not an essential function of this job.****\_\_ Additional work tasks are not available as part of this job.** |
| **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**
 |
|  | * **Requests accommodations when needed**
 |
| **If accommodations are not needed, please indicate a score of 5.** |
| **Notes: Total: \_\_ /20=\_\_\_\_ %** |
| **Communication and Socializations with Supervisor and Co-workers** |
|  | * **Greets co-workers as appropriate** support staff [ ]  co-workers [ ]  supervisors [ ]
 |
|  **Check all boxes applicable and give a summary score of 1-5.** |
|  | * **Demonstrates a good attitude at all times**
 |
|  | * **Speaks respectfully to** support staff [ ]  co-workers [ ]  supervisors [ ]  customers, where present [ ]
 |
|  **Check all boxes applicable and give a summary score of 1-5.** |
|  | * **Aware of and follows social boundaries**
 |
|  | * **Uses work related technology appropriately**
 |
|  **If using technology is not a requirement of the job, indicate a score of 5 and check in the notes box below.** |
|  | * **Uses restroom appropriately**
 |
|  | * **Appropriately participates in conversations**
 |
|  | * **Follows staff lounge rules for breaks and lunch**
 |
|  **If no staff lounge is available score a 1-5 regarding company norms 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**
 |
| **Notes: \_\_ Using technology is not an essential function of this job Total: \_\_ /50=\_\_\_\_ %.** |
| **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**
 |
| **Notes: Total: \_\_ /20=\_\_\_\_ %** |
| **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**
 |
| **Notes: Total: \_\_ /10=\_\_\_\_ %** |
| **ACCOMMODATION NEEDS: Overall Total: \_\_\_/195=\_\_\_\_%** |
| **ADDITIONAL NOTES:** |

**OC WBL#2: 8-4-16**