



WORKABILITY

Assessment of Skills and Independence

Staff:

Date:

Level of Independence				
1	2	3	4	5
Never	Sometimes	Usually	Frequently	Always
Total assistance & instruction	Direct prompting & instruction	Minimal prompts, little instruction	Spot check, occasional reminders	Independently

Home, Health and Safety					
Able to buy own groceries					
Can prepare a meal safely (stove/oven, knives, microwave)					
Cleans home (i.e. vacuum, dishes, laundry)					
Makes healthy food choices					
Exercises regularly					
Maintains good hygiene (toileting, showering, cleanliness)					
Appears clean and appropriate in public					
Prepares for the day effectively					
Has a functional sense of time (uses a calendar/clock)					
Aware of weekly schedule					
Can communicate name, phone number & address					
Aware of "stranger danger" while in home					
Knows fire/earthquake safety & procedures					
Community					
Is punctual					
Maintains consistent attendance					
Crosses the street safely					
Aware of safety in public and with strangers					
Travels using public transportation					
Problem solves effectively if lost					
Carries ID card, Clipper Card and emergency info					
Carries and uses cell phone appropriately					
Can complete a transaction at a store (use dollar up)					
Responsibly monitors spending/budget money					
Social/Recreational					
Interpersonal skills (greet others, eye contact, etc.)					
Has hobbies & interests					
Engages in appropriate conversations					
Exhibits age appropriate behavior					
Knows and adheres to pleasant manners					
Has a positive attitude; friendly, likeable disposition					
Has friends and cares about/shows interest in others					
Makes plans outside of program					
Behavior					
Accepts feedback and instruction					
Communicates wants and needs					
Asks for help when needed					
Controls temper / manages frustration					
Flexible when unexpected changes occur					
Average Level of Independence		0.0			

For Employment Levels 3, 4, 5 Only: On-The-Job Performance Review	Level of Independence				
	1	2	3	4	5
	Total assistance & instruction	Direct prompting	Indirect prompting	Spot check, occasional reminders	Independent
Is punctual & maintains consistent attendance					
Understands concept of "work" and earning money					
Appears professional and appropriate at work					
Interpersonal skills (greet others, eye contact, etc.)					
Can identify coworkers and supervisors by name					
Engages in appropriate conversations					
Exhibits professional, age appropriate behavior					
Accepts feedback and instruction					
Controls temper / manages frustration					
Communicates wants and needs					
Asks for help when needed					
Demonstrates initiative and motivation to work					
Performs work tasks to meet or exceed expectations					
Stays focused on work while on the job					
Knows evacuation route in case of fire					