

## Employment Skills Assessment

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

Work site/Position: \_\_\_\_\_ Instructor: \_\_\_\_\_

**Ratings:** 9 = Does very well    7 = Does fairly well    5 = Does, but not well    3 = Does poorly    1 = Not able

### ► Job Responsibilities:

Tasks: primary responsibilities	Rating	
a.		
b.		
c.		
d.		
e.		
f.		
g.		
<b>Comments:</b>		

### ► Work habits and communication:

Work Habits	Rating	Work Communication	Rating
a. Does good quality work		a. Works well with others	
b. Completes work quickly		b. Maintains a positive attitude	
c. Completes work independently		c. Follows instructions accurately	
d. Stays focused on assigned work		d. Asks for help when needed	
e. Follows safety rules		e. Responds well to correction	
f. Has acceptable appearance/hygiene		f. Has good manners/courtesy	
<b>Comments:</b>			

### ► Independence/Need for assistance:

<b>Comments:</b>
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