

Skills Assessment/Planning Guide

DOMAIN: VOCATIONAL SKILLS				
		Skill Level Emerging: E Partial: P Skillful: S	Instructional Priority for this year? Yes/No	Are there any ASOL that might be embedded in this skill? Yes/No If Yes, which ones: (Note: not all skills have embedded academic components)
Career Awareness Skills				
1.	Identifies rewards of working (i.e., personal values, wages, personal and social relationships)			
2.	Relates career goals to personal goals			
3.	Identifies economic reasons for working at a job.			
4.	Identifies positive/negative aspects of different kinds of wages			
5.	Demonstrates knowledge of sources of occupational information			
6.	Demonstrates awareness of occupational categories			
7.	Identify and match personal strengths and weaknesses to a variety of occupational choices			
8.	Identify and match occupational aptitudes with a variety of occupational choices			
9.	Selects/plans occupational choices			
10.	Demonstrates knowledge of available local occupational/training opportunities (ability to locate and access)			
11.	Identifies potential employment variations within a specific occupation.			

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Job Seeking Skills				
12.	Demonstrates an understanding of the job search process			
13.	Utilizes sources of employment information			
14.	Gathers specific information about jobs of interest			
15.	Prepares a resume			
16.	Completes the job application process			
17.	Demonstrates understanding of the job interview process			
18.	Demonstrates ability to respond to job offers			
Work Skills				
19.	Performs manual dexterity tasks			
20.	Performs size and shape discrimination tasks			
21.	Performs color discrimination tasks			
22.	Performs auditory discrimination tasks			
23.	Demonstrates stamina and endurance			

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24.	Demonstrates balance and coordination for task			
25.	Demonstrates appropriate speed and accuracy for task for task			
26.	Demonstrates ability to work for a specified duration			
27.	Completes non-tool tasks			
28.	Completes task requiring use of tools			
29.	Uses non-power tools			
30.	Uses power tools			
31.	Identifying potential problems encountered in occupational training and job placements			
32.	Identify potential solutions to problems			
Work Behaviors				
33.	Demonstrates appropriate attendance and punctuality			
34.	Wears appropriate attire for the worksite			
35.	Reports to proper work station			
36.	Follows directions			

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37.	Performs a job at a satisfactory rate.			
38.	Seeks assistance when needed			
39.	Reports accidents or problems			
40.	Stays on task for specified amount of time			
41.	Follows general rules and regulations			
42.	Limits work site disruptions			
43.	Identifies on the Job success			
44.	Knows how to adjust to changes in employment			
45.	Identifies factors that lead to promotion at place of employment.			
46.	Identifies job difficulties			
47.	Identifies factors that lead to termination of employment			
48.	Work cooperatively with others			
49.	Responds appropriately to supervision and coworkers			
50.	Demonstrates quality work			

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Time Management Skills				
51.	Arrives at work on time			
52.	Begins working without prompting			
53.	Returns from break in a timely manner			
54.	Follows a work schedule			
55.	Maintains rate of production for specified periods of time			
56.	Completes tasks in allotted amount of time			
Job Safety				
57.	Follows safety procedures			
58.	Wears safety apparel when needed			
59.	Uses safety equipment when needed			
60.	Moves safely in work areas			
61.	Demonstrates proper body mechanics			
62.	Responds to emergencies			