| DOMAIN: VOCATIONAL SKILLS | | | | |
| --- | --- | --- | --- | --- |
|  | | Skill LevelEmerging: EPartial: P **S**killful: **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 | | | | |
|  | Identifies rewards of working (i.e., personal values, wages, personal and social relationships) |  |  |  |
|  | Relates career goals to personal goals |  |  |  |
|  | Identifies economic reasons for working at a job. |  |  |  |
|  | Identifies positive/negative aspects of different kinds of wages |  |  |  |
|  | Demonstrates knowledge of sources of occupational information |  |  |  |
|  | Demonstrates awareness of occupational categories |  |  |  |
|  | Identify and match personal strengths and weaknesses to a variety of occupational choices |  |  |  |
|  | Identify and match occupational aptitudes with a variety of occupational choices |  |  |  |
|  | Selects/plans occupational choices |  |  |  |
|  | Demonstrates knowledge of available local occupational/training opportunities (ability to locate and access) |  |  |  |
|  | Identifies potential employment variations within a specific occupation. |  |  |  |
| Job Seeking Skills | | | | |
|  | Demonstrates an understanding of the job search process |  |  |  |
|  | Utilizes sources of employment information |  |  |  |
|  | Gathers specific information about jobs of interest |  |  |  |
|  | Prepares a resume |  |  |  |
|  | Completes the job application process |  |  |  |
|  | Demonstrates understanding of the job interview process |  |  |  |
|  | Demonstrates ability to respond to job offers |  |  |  |
| Work Skills | | | | |
|  | Performs manual dexterity tasks |  |  |  |
|  | Performs size and shape discrimination tasks |  |  |  |
|  | Performs color discrimination tasks |  |  |  |
|  | Performs auditory discrimination tasks |  |  |  |
|  | Demonstrates stamina and endurance |  |  |  |
|  | Demonstrates balance and coordination for task |  |  |  |
|  | Demonstrates appropriate speed and accuracy for task for task |  |  |  |
|  | Demonstrates ability to work for a specified duration |  |  |  |
|  | Completes non-tool tasks |  |  |  |
|  | Completes task requiring use of tools |  |  |  |
|  | Uses non-power tools |  |  |  |
|  | Uses power tools |  |  |  |
|  | Identifying potential problems encountered in occupational training and job placements |  |  |  |
|  | Identify potential solutions to problems |  |  |  |
| Work Behaviors | | | | |
|  | Demonstrates appropriate attendance and punctuality |  |  |  |
|  | Wears appropriate attire for the worksite |  |  |  |
|  | Reports to proper work station |  |  |  |
|  | Follows directions |  |  |  |
|  | Performs a job at a satisfactory rate. |  |  |  |
|  | Seeks assistance when needed |  |  |  |
|  | Reports accidents or problems |  |  |  |
|  | Stays on task for specified amount of time |  |  |  |
|  | Follows general rules and regulations |  |  |  |
|  | Limits work site disruptions |  |  |  |
|  | Identifies on the Job success |  |  |  |
|  | Knows how to adjust to changes in employment |  |  |  |
|  | Identifies factors that lead to promotion at place of employment. |  |  |  |
|  | Identifies job difficulties |  |  |  |
|  | Identifies factors that lead to termination of employment |  |  |  |
|  | Work cooperatively with others |  |  |  |
|  | Responds appropriately to supervision and coworkers |  |  |  |
|  | Demonstrates quality work |  |  |  |
| Time Management Skills | | | | |
|  | Arrives at work on time |  |  |  |
|  | Begins working without prompting |  |  |  |
|  | Returns from break in a timely manner |  |  |  |
|  | Follows a work schedule |  |  |  |
|  | Maintains rate of production for specified periods of time |  |  |  |
|  | Completes tasks in allotted amount of time |  |  |  |
| Job Safety | | | | |
|  | Follows safety procedures |  |  |  |
|  | Wears safety apparel when needed |  |  |  |
|  | Uses safety equipment when needed |  |  |  |
|  | Moves safely in work areas |  |  |  |
|  | Demonstrates proper body mechanics |  |  |  |
|  | Responds to emergencies |  |  |  |