

Community Based Vocational Training - Employability Soft Skills Data Collection



BEST Services - ISD 191

Student name	
Job Site	
School Staff Observer	
Review Week	

Date	M - _____	Tu - _____	W - _____	Th - _____	F - _____	Total
Attendance (P=Present / A=Absent)						
Time at Site						
Staff/Student Ratio						

<u>N/A</u> = Not Applicable *will not be -included in totals / %	<u>0</u> = Refusal / Demonstrated noncompliance or very unexpected or disruptive behaviors	<u>1</u> = Demonstrates very limited independence / Required significant redirection or assistance / Does not meet expectations for adult workplace & paid employment	<u>2</u> = Demonstrates partial independence / Redirection, assistance, or prompting required 2 or more times / Meets partial expectations for adult workplace & paid employment	<u>3</u> = Demonstrates independence / Prompting or assistance required in 1-2 instances / Meets most expectations for adult workplace	<u>4</u> = Demonstrates complete independence, and some leadership abilities / Meets full expectations for adult workplace & paid employment
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Pre-Employment Behaviors	M	Tu	W	Th	F	Total	%
1. Hygiene/Grooming & Appearance							
2. Personal Habits							
3. Unexpected Behaviors							
All Pre-Employment Behaviors Percentage							

Additional Notes (if important):

Job Performance & Productivity	M	Tu	W	Th	F	Total	%
4. Motivation & Initiative (e.g., starting up tasks)							
5. Staying on Task							
6. Quality of Work							
All Job Performance & Productivity Skills Percentage							

Additional Notes (if important):

N/A = Not Applicable *will not be included in totals / %	0 = Refusal / Demonstrated noncompliance or very unexpected or disruptive behaviors	1 = Demonstrates very limited independence / Required significant redirection or assistance / Does not meet expectations for adult workplace & paid employment	2 = Demonstrates partial independence / Redirection, assistance, or prompting required 2 or more times / Meets partial expectations for adult workplace & paid employment	3 = Demonstrates independence / Prompting or assistance required in 1-2 instances / Meets most expectations for adult workplace	4 = Demonstrates complete independence / Meets full expectations for adult workplace & paid employment
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Work Habits & Attitude	M	Tu	W	Th	F	Total	%
7. Frustration Tolerance							
8. Personal Complaints							
9. Distractibility							
10. Reaction to Change in Work Environment							
11. Reaction to Non-Preferred Tasks							
All Work Habits & Attitude Skills Percentage							

Additional Notes (if important):

Work Related Skills	M	Tu	W	Th	F	Total	%
12. Following Directions							
13. Problem Solving							
14. Following workplace setting rules & policies (e.g., safety, workspace cleanliness, personal devices)							
15. Retaining Hands On/Cognitive Skills							
All Work Related Skills Percentage							

Additional Notes (if important):

Interactions with Supervisors/Co-workers	M	Tu	W	Th	F	Total	%
16. Amount of Intervention Needed to Maintain Work Independence							
17. Accepts Supervisory Authority/Response to Close Supervision							
18. Request for Supervisor's Assistance							
19. Accepts Constructive Feedback							
20. Social Skills (e.g., greets others, respects peers, tone of voice)							
All Interactions with Supervisors/Co-workers Skills Percentage							

Additional Notes (if important):