

Name: _____ Date: _____

Job Ready Assessment

*for use in developing IEP transition present levels and goals (updated 11/22/2015)

Directions: Using the scale below, use a check mark to rate the frequency you exhibit these job ready skills.

Skills	Always	Sometimes	Rarely	Never
1. Organized: Keeping your work area clean and orderly. Having a proper place for assignments, projects or materials needed to work.				
2. Dependable/Reliable: Showing up for commitments; properly completing assigned tasks; being prepared.				
3. Teamwork: Ability to work with others (sometimes with people that are difficult.)				
4. Willingness to learn: A positive attitude to learn something new that could be challenging.				
5. Ask for help when needed: When faced with a problem dealing with an issue, I can seek the correct person for help and then follow their advice.				
6. Punctual: To arrive for events on time <u>or</u> early.				
7. Problem Solving: The ability to identify, analyze and solve problems independently <u>or</u> as part of a team.				
8. Trustworthy: To be counted on to get a task done, keep information confidential, and strive to be honest.				
9. Courteous/Respectful: Work with others that may be different without being rude or critical – even people you don't like.				
10. Ambitious: The willingness to work hard to achieve something.				
11. Positive attitude: The ability to be optimistic <u>or</u> look for the good in an unpleasant situation.				
12. Basic reading skills: Read and comprehend multi-step directions.				
13. Basic writing skills: Write clearly with proper spelling and grammar.				
14. Basic math skills: Use a calculator and accurately complete basic math problems in addition, subtraction, multiplication and division.				
14. Oral communication skills: Speak clearly with proper grammar (avoiding use of slang.)				
15. Basic computer skills: I know how to use Microsoft Word/Google docs, I can send and receive emails, and use the internet to research.				
16. Well groomed: clothes are clean and neat, hair/body clean.				