

Name \_\_\_\_\_

Date \_\_\_\_\_

## Work Transition Referral Checklist

### Rating Rubric

5	Most of the Time <u>75-100%</u>
4	Sometimes <u>50-74%</u>
3	Seldom <u>1-49%</u>
2	Never <u>0%</u>
1	Not applicable <u>N/A</u>

### Work Experience (In school/community/paid)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Personal Safety and Hygiene

Rating	Observable Behavior	Additional Comments
	Hygiene/Grooming	
	Dresses appropriately for the weather	
	Dresses appropriately for the job	
	Conforms to rules	
	Recognizes emergency, safety signs and procedures	

### Use of Tools

Rating	Observable Behavior	Additional Comments
	Use of broom, dust pan, dust mop	
	Use of vacuum	
	Use of tools	<input type="checkbox"/> screwdriver, <input type="checkbox"/> hammer, <input type="checkbox"/> box cutter, <input type="checkbox"/> paper cutter
	Use tape, scissors, and glue	
	Dishwasher	<input type="checkbox"/> commercial, <input type="checkbox"/> drying, <input type="checkbox"/> putting dishes away

### Communication

Rating	Observable Behavior	Additional Comments
	Uses assistive devices for communication	Please specify
	Uses manners (table and social graces)	
	Speaks clearly	
	Understands positional, directional words (top, bottom, behind, beside, under, etc.)	
	Asks for help	
	Maintains eye contact	
	Follows directions	
	Stays on topic	
	Initiates conversation	
	Responds appropriately in conversation	
	Chooses age appropriate topics	

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### Academic Knowledge

Rating	Observable Behavior	Additional Comments
	States name, address and phone number	<input type="checkbox"/> name <input type="checkbox"/> address <input type="checkbox"/> phone number
	Reads and follow directions	<input type="checkbox"/> picture <input type="checkbox"/> written
	Math level	<input type="checkbox"/> calculator
	Reading level	

### Attitude and Behaviors

Rating	Observable Behavior	Additional Comments
	Attendance	
	Remains on Task	
	Travels in the community independently	
	Stamina (exhibits necessary for 2 hours of work)	
	Lifting	<input type="checkbox"/> under 10 pounds, <input type="checkbox"/> over 10 pounds, <input type="checkbox"/> 50 or more pounds
	Completes work	
	Works at an acceptable pace	
	Corrects mistakes	
	Keeps work area clean	

### Working with Others (Interpersonal Skills)

Rating	Observable Behavior	Additional Comments
	Accepts criticism	
	Gets along with others	
	Courteous to others	
	Initiates introductions	
	Acceptable manners (Table and Social Graces)	
	Shows respect	
	Works well with others (peers and adults)	

### Problem Solving

Rating	Observable Behavior	Additional Comments
	Self checks work	
	Knows who to ask for help	
	Initiates solution to problem (knows how to address new situation without adult assistance)	