


Skills Identification

 Check the skills you possess. Add any other skills you have.

Transferable Skills

- fixing
- observing
- lifting
- creating
- driving
- figuring
- inspecting
- planning
- interpreting
- comparing

- teaching
- remembering
- listening
- packaging
- predicting
- solving problems
- typing
- persuading
- directing
- painting

- leading others
- writing
- critical thinking
- math skills
- anticipating problems
- communicating
- making decisions
- speaking in public
- organizing
- researching

Other _____

Other _____

Technical/Specific Skills

- computer skills
- welding
- feeding animals
- cooking meals
- processing X rays
- plastering walls

- cutting glass
- fitting eyeglasses
- helping patients
- roofing
- installing carpets
- arranging flowers

- driving a backhoe
- recording sounds
- testing water purity
- trimming trees
- reading blueprints

Other _____

Other _____

Personal Skills/Traits

- honest
- careful
- dependable
- punctual
- orderly
- polite
- energetic
- loyal
- hard working

- competitive
- persistent
- friendly
- mature
- positive
- self-starter
- quiet
- cooperative
- discreet

- tactful
- assertive
- outgoing
- fast learner
- positive attitude
- interested in work
- neat appearance
- motivated
- self-promoting

Other _____

Other _____

Source: *Texas Job Hunter's Guide* (p. 109), by State of Texas, 1998, Austin, TX: Author. Copyright 1998 by State of Texas. Adapted with permission.

Student _____

Date _____

Evaluator _____

Class _____

Vocational Behavior

 Circle the response that best evaluates the performance of the student, and make comments when appropriate.

Ability To Follow Directions

1. Needs little instruction and is able to follow through on a task
2. Needs moderate instruction and is able to follow through on a task
3. Needs a great deal of instruction and is able to follow through on a task
4. With a great deal of instruction, is unable to follow through on a task

Adaptability to New Tasks

1. Adjusts well to new tasks
2. Adjusts with minor difficulty to new tasks
3. Gives fluctuating attention to task at hand
4. Unable to apply self to task at hand

Frustration Tolerance

1. Generally sticks to task in face of obstacles or setbacks
2. Generally sticks to task but may show some distress
3. Has considerable difficulty sticking to task when faced with obstacles
4. Cannot complete task when faced with obstacles

Motivation To Do School Work

1. Completes all required assignments enthusiastically and looks for more to do
2. Completes required assignments enthusiastically
3. Does the minimum required to complete tasks without enthusiasm
4. Frequent incomplete work and frequent task avoidance behavior

Classroom Performance

1. Is doing above-average work
2. Is doing average work
3. Is doing below-average work
4. Is doing failing work

Punctuality

1. Excellent
2. Good
3. Fair
4. Poor

Comments

Source: *Career/Transition Planning Forms* (pp. 27a–27c), by Area Education Agency 4, n.d., Sioux Center, IA: Author. Copyright by Area Education Agency 4. Adapted with permission.



Attendance

1. Excellent
2. Good
3. Fair
4. Poor

Reaction to Pressure

1. Works best under very little pressure
2. Works best under moderate pressure
3. Works best under constant but moderate pressure
4. Works best under strong, continual pressure

Ability To Accept Constructive Criticism

1. Accepts and improves from criticism and correction
2. Accepts but does not improve from criticism and correction
3. Does not accept criticism and correction
4. Rejects criticism and correction

Inappropriate Behavior or Mannerisms

1. No inappropriate behavior evident
2. Slightly inappropriate behavior evident
3. Moderately inappropriate behavior evident
4. Extremely inappropriate behavior evident

Relationship with Peers

1. Achieves quick and easy acceptance within group
2. Achieves acceptance with only a few of the group
3. Does not achieve acceptance within the group

Cooperation with Adults

(ability to converse, integrate, be respectful, trust and be honest, and take orders)

1. Is actively cooperative
2. Is passively cooperative
3. Is passively resistant
4. Is actively resistant

Appearance

1. Dress and grooming are very satisfactory
2. Dress and grooming are generally satisfactory
3. Dress and grooming need improvement
4. Dress and grooming are totally unsatisfactory

Comments