

Student: \_\_\_\_\_ Parent: \_\_\_\_\_ Educator: \_\_\_\_\_ Date: \_\_\_\_\_

# COMPETITIVE EMPLOYMENT SKILL SHEET

**P = Parent    S = Student    E = Educator**

**I = Independently;    A = Assistance needed;    D = Doesn't do**

**Self-determination: Skills needed to understand one's abilities, needs, and rights.**

P   S   E			P   S   E							
						Can describe learning differences				Knows legal rights (ADA and Section 504)
						Can explain reason for IEP				Knows how to handle discrimination Issues
						Can describe necessary accommodation needs				Sets Reasonable Goals

**Academic and Lifelong Learning: General skills needed to benefit from future educational and learning opportunities.**

P   S   E			P   S   E							
						Read at level needed OR know how to access help				Knows how to solve problems
						Write at level needed OR know how to access help				Can find and analyze data and information
						Speak at level needed OR know how to access help				Can self-monitor
						Identifies community resources for lifelong learning				Can evaluate consequences and outcomes

**Daily Living: Skills needed to live independently as desired.**

P   S   E			P   S   E							
						Selects adequate housing				Maintains a sanitary and hazard free home
						Buys clothing and linens and stores them appropriately				Washes clothing and linens
						Plans balanced meals				Can purchase and prepare meals
						Cleans kitchen and stores food appropriately				

**Health and Physical Care: Skills needed to maintain physical, emotional, and mental well-being.**

P   S   E			P   S   E							
						Demonstrates physical fitness and nutrition				Monitors and takes medication as prescribed or directed
						Shows knowledge of common illness prevention and treatment				Selects health care professionals
						Shows adequate personal hygiene				Sets and shows up to appointments as needed
						Recognizes emergency situations				Takes appropriate action in case of an emergency

**Leisure & Mobility: Skills needed to travel within and outside of community & skills and interests for enjoyable and constructive use of free time.**

P   S   E			P   S   E							
						Locates and uses community recreation				Plans and uses activities wisely
						Demonstrates knowledge of safety practices				Can drive a car
						Knows how to use public transportation				Can read and use a map

**Money Management: Skills needed to manage personal money**

P S E			P S E		
		Makes purchases independently			Uses and understands how to use debit/ATM responsibly
		Identifies money and makes correct change			Uses and understands bank and credit facilities
		Plans and uses a budget			Keeps basic financial records

**Social: Skills needed to establish and maintain relationships**

P S E			P S E		
		Gets along with others			Cooperates with others
		Controls emotions and behaviors			Assists others as appropriate
		Uses tact			Demonstrates understanding of conversations
		Knows how to get help if needed			Can adjust to a new environment

**Workplace Readiness: Skills and work habits needed before specific skill training**

P S E			P S E		
		Can locate and remain in work area			Is organized
		Can accept criticism			Can make good judgments
		Can follow multiple step directions			Can plan activities
		Is Dependable			Can handle frequent changes
		Can follow a routine			Is punctual
		Can initiate activities			Can make decisions
		Works independently at a single job for ____ minutes			Can access and use local employment agencies
		Works independently at various jobs for ____ minutes			Maintains work independently
		Performs work accurately			Performs work at an acceptable rate of production
		Recognizes break time			Independently returns from break on time
		Locates and uses break area appropriately			Demonstrates appropriate behavior on break

**Occupationally Specific Skills: Skills needed in a particular career or career cluster**

P S E			P S E		
		Has selected a specific occupation based on personal preferences, interest, and current information about the career of choice			Demonstrates needed strength and endurance
		Knows the job demands in area of interest			Demonstrates needed sense of smell and/or color
		Knows occupational outlook for career of choice			Demonstrates some aptitude and/or interest in the career
		Demonstrates needed social skills			Understands training/education requirements for career of choice
		Demonstrates needed balance and coordination			Demonstrates needed manual dexterity

**ADDITIONAL COMMENTS:**

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