

Employability/Life Skills Assessment

Parent Form

Ages 6-13 years

developed by
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CHILD'S INFORMATION

Name: _____ Birthdate: _____

Employability skills are personal social behaviors and daily living habits identified by research as essential for obtaining employment and for success in the work place. These same skills and habits are also essential for living independently and learning life-long. The development of such skills occurs over time, with performance being relative to a student's ability and age. Parents have the responsibility to teach and expect employability/life skills from children of all ages.

GENERAL DIRECTIONS

This criterion-referenced checklist may be used yearly or more often to assess a child's level of performance in the twenty-four critical employability skill areas identified by Ohio's Employability Skills Project. Three descriptors are provided for each skill.

Rate your estimation of your child's performance for each skill using the following scale:

3 = usually, 2 = sometimes, 1 = seldom, 0 = never.

Add up the scores for each descriptor. Plot the total number, as shown in the example graph below, on the Child Profile of Employability Skills (on the back of this form). This assessment can be used each year and student performance recorded on a new graph to track progress over time. If the assessment is used several times in the same year, simply re-label the graphs with dates instead of ages. When completed, the profile yields a graphic data display of the child's current skills and needs with these employability skills that can be used as transition assessment and in planning transition instruction and services.

EXAMPLE (for a 6 year old child)

I. SELF HELP SKILLS

A. *Demonstrates personal hygiene and grooming by:*

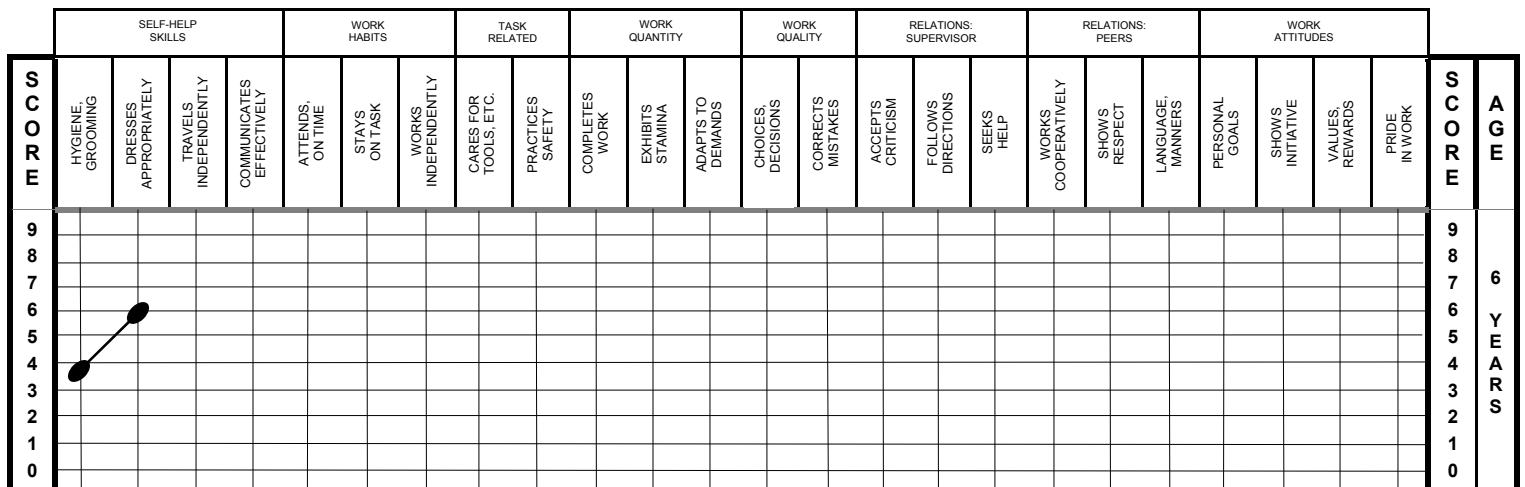
- meeting parent expectation for cleanliness.
- meeting parent expectation for good grooming (hair combed, shirt tucked in, etc.
- meeting parent expectation for consistent, independent personal hygiene and grooming.

		AGE							
		6	7	8	9	10	11	12	13
T	2								
	1								
	1								
	4								

B. *Dresses appropriately by:*

- choosing and wearing clothes that are appropriate for the weather/activity/social custom.
- identifying when clothes should not be worn (dirty, ill fitting, etc.).
- wearing clothes that are in good condition, clean and pressed with detail given to appearance.

		AGE							
		6	7	8	9	10	11	12	13
T	2								
	3								
	1								
	6								



OHIO'S EMPLOYABILITY SKILLS PROJECT

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Administered by Miami Valley Special Education Center. Fiscal Agent: Montgomery County Board of Education
For more information or to obtain electronic copy, contact Sue Beck, sue.beck@mcsec.org

V. QUALITY OF WORK

AGE

A. *Makes appropriate choices and decisions by:*

- choosing an appropriate solution when given options.
- making age-appropriate decisions without parent intervention.
- responding to a problem situation with reasonable alternative solutions.

	6	7	8	9	10	11	12	13
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B. *Recognizes and corrects mistakes by:*

- checking to see if task is correct before considering it complete.
- using self-check methods to evaluate tasks.
- making corrections once an error has been identified.

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VI. RELATIONSHIP TO PARENT/ADULT

A. *Accepts constructive criticism from parent/adult by:*

- listening to constructive criticism without making inappropriate gestures or comments.
- making specified changes based on constructive criticism.
- identifying that changes have been made and that performance has improved.

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B. *Follows directions from parent/adult by:*

- correctly completing tasks following verbal directions.
- correctly completing tasks following written directions
- communicating and accepting consequences for not following directions.

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C. *Seeks help when needed by:*

- identifying when help is needed.
- asking for assistance when help is needed.
- using requested information to remedy the problem.

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VII. RELATIONSHIP TO PEERS

A. *Cooperates with peers by:*

- getting along well with others.
- seeking help from peers.
- directing peers without being overbearing.

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AGE

B. *Shows respect for the rights and property of others by:*

- taking turns.
- asking permission to use another's property.
- treating borrowed property with respect.

	6	7	8	9	10	11	12	13
T								

C. *Uses appropriate language and manners with peers by:*

- using everyday manners (please, thank you).
- avoiding teasing/ridiculing others.
- using language appropriate for a given situation.

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VIII. WORK ATTITUDES

A. *Develops and seeks personal goals by:*

- demonstrating short term personal goals such as completing daily tasks.
- explaining planned activities for after school, weekend or vacation.
- seeking and developing personal goals that are viable and consistent with skills.

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B. *Shows initiative by:*

- beginning a task as soon as requested to do so.
- beginning a task without prompting.
- asking for additional work or directions once a task is completed.

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C. *Accepts societal values and rewards by:*

- acknowledging various types of rewards for work well done.
- recognizing when good work has been done.
- responding appropriately when praised for doing a good job.

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D. *Takes pride in working by:*

- sharing accomplishments with others.
- striving for situations requiring improvement and/or expansion in skills.
- contributing to the common good of the family.

T								

CHILD PROFILE OF EMPLOYABILITY SKILLS

SCORE	SELF-HELP SKILLS					WORK HABITS			TASK RELATED		WORK QUANTITY			WORK QUALITY		RELATIONS: SUPERVISOR			RELATIONS: PEERS			WORK ATTITUDES				SCORE	AGE	
	HYGIENE, GROOMING	DRESSES APPROPRIATELY	TRAVELS INDEPENDENTLY	COMMUNICATES EFFECTIVELY	ATTENDS, ON TIME	STAYS ON TASK	WORKS INDEPENDENTLY	CARES FOR TOOLS, ETC.	PRACTICES SAFETY	COMPLETES WORK	EXHIBITS STAMINA	ADAPTS TO DEMANDS	CHOICES, DECISIONS	CORRECTS MISTAKES	ACCEPTS CRITICISM	FOLLOWS DIRECTIONS	SEEKS HELP	WORKS COOPERATIVELY	SHOWS RESPECT	LANGUAGE MANNERS	PERSONAL GOALS	SHOWS INITIATIVE	VALUES REWARDS	PRIDE IN WORK				
9 8 7 6 5 4 3 2 1 0																										9 8 7 6 5 4 3 2 1 0	6 YEARS	Completed by _____ Date Administered _____
9 8 7 6 5 4 3 2 1 0																										9 8 7 6 5 4 3 2 1 0	7 YEARS	Completed by _____ Date Administered _____
9 8 7 6 5 4 3 2 1 0																										9 8 7 6 5 4 3 2 1 0	8 YEARS	Completed by _____ Date Administered _____
9 8 7 6 5 4 3 2 1 0																										9 8 7 6 5 4 3 2 1 0	9 YEARS	Completed by _____ Date Administered _____
9 8 7 6 5 4 3 2 1 0																										9 8 7 6 5 4 3 2 1 0	10 YEARS	Completed by _____ Date Administered _____
9 8 7 6 5 4 3 2 1 0																										9 8 7 6 5 4 3 2 1 0	11 YEARS	Completed by _____ Date Administered _____
9 8 7 6 5 4 3 2 1 0																										9 8 7 6 5 4 3 2 1 0	12 YEARS	Completed by _____ Date Administered _____
9 8 7 6 5 4 3 2 1 0																										9 8 7 6 5 4 3 2 1 0	13 YEARS	Completed by _____ Date Administered _____

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