



Employability Readiness Checklist

Student name:	Training Site:	Evaluation Feedback Date:
Job Coach:	Teacher:	Evaluation Period:

KEY:

1 = Independent	2 = Occasional prompts	3 = Regular prompts	4 = Not demonstrating proficiency	5 = Not applicable (NA) to this training site
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Interpersonal Skills	Comments	#
Demonstrates good attendance and responsible community behavior.		
Maintains good hygiene and appearance.		
Interacts with peers and adults in an appropriate manner.		
Can self-advocate and function independently in community setting.		
Demonstrates teamwork ability and cooperative skills in team projects.		
Demonstrates effective communication skills.		

Work Completion

Keeps work area clean, neat, and orderly.		
Able to plan and organize tasks.		
Demonstrates the ability to make good decisions.		
Understands and demonstrates the ability to abide by basic safety rules.		
Demonstrates problem solving skills.		

Work Attitude

Takes initiative on tasks.		
Demonstrates positive attitude toward work training or employment.		
Shows a positive response to supervision.		
Capable of adaptability & flexibility when participating in work assignments.		

(complete the following section as needed)

Specific Employability Skills

Demonstrates the ability to perform career exploration.		
Has had assessment of personal skills, aptitudes, and interests.		
Can utilize a phone book for job search as well as community resources.		
Knows how and where to look for work (newspapers, internet, Michigan Works! etc).		
Completes an acceptable job application.		
Has a current resume prepared, with or without assistance.		
Demonstrates competence in interviewing, can verbalize strengths, skills, and experience.		

Summary:

Student Signature: _____

Date: _____

Teacher Signature: _____

Date: _____

Job Coach Signature: _____

Date: _____