

Situational Assessment Report

Individual's Name: _____

Employer A: _____ Job Title: _____

Job Duties:

Hours spent on site with individual: _____

Date: _____

(A minimum of two (2) situational assessments, at least two (2) hours each, will be completed in two (2) different integrated work settings).

Please summarize the results and observations including job performance, communication skills, response to supervision and instruction, level of assistance/support and worksite accommodations, etc.

Employer B: _____ Job Title: _____

Job Duties:

Hours spent on site with individual: _____

Date: _____

(A minimum of two (2) situational assessments, at least two (2) hours each, will be completed in two (2) different integrated work settings).

Please summarize the results and observations including job performance, communication skills, response to supervision and instruction, level of assistance/support and worksite accommodations, etc.

Situational Assessment Report

Individual's Name: _____

Date: _____

Job Title A: _____

EC: _____

Step One: Please rate individual's work behavior on the following items using the 1-5 rating system below. Rating should be completed following a period of direct work observation. Performance in a given area should be rated by competitive, integrated employment standards.

- 1 = Consistently an area needing support
- 2 = Occasionally an area needing support
- 3 = Behavior adequate in this area
- 4 = Occasionally superior performance
- 5 = Consistently superior performance

Step Two: Indicate for each skill area if it should be considered Essential, Desirable or Minimally Important to successful performance on this job.

- E = Essential
- D = Desirable
- M = Minimally Important Skill / Not Important

A: Social Skills

Select one: **E** **D** **M**

- _____ Seems comfortable when approached by co-workers
- _____ Appears to be interested in others
- _____ Does not appear overly distant or aloof
- _____ Expresses positive feelings in an appropriate manner
- _____ Expresses likes & dislikes in an appropriate manner
- _____ **Total divided by 5 =** _____

B: Cooperativeness

Select one: **E** **D** **M**

- _____ Works comfortably in presence of co-workers
- _____ Listens attentively to directions
- _____ Accepts constructive criticism without becoming upset
- _____ Follows instructions without resistance
- _____ Asks for further instructions if task is not clear
- _____ **Total divided by 5 =** _____

C: Work Habits

Select one: **E** **D** **M**

- _____ Begins work tasks promptly
- _____ Comes on time for work
- _____ Takes breaks only when scheduled
- _____ Individual tasks are done within given time frame
- _____ Maintains pace once work is started
- _____ **Total divided by 5 =** _____

D: Work Quality

Select one: **E** **D** **M**

- _____ Learns how to do a task within a given time frame
- _____ Work is done accurately
- _____ Work is done efficiently (speed & quantity)
- _____ Looks for & recognizes own mistakes
- _____ Doesn't need frequent prompting
- _____ Corrects own mistakes
- _____ **Total divided by 6 =** _____

E: Personal Presentation

Select one: **E** **D** **M**

- _____ Does not become overexcited/aggressive
- _____ Does not seem to tire easily
- _____ Refrains from inappropriate comments or behaviors
- _____ Comes to work with appropriate clothing & hygiene
- _____ Seems alert & aware on the job
- _____ **Total divided by 5 =** _____

F: Task Demands

Select one: **E** **D** **M**

- _____ Meets demands for sitting/standing/walking/seeing/lifting/etc.
- _____ Demonstrates stamina &/or mental capacity to maintain alertness & productivity
- _____ Improves performance when shown
- _____ Pays attention to detail while working
- _____ Performs satisfactorily in tasks requiring variety/change
- _____ **Total divided by 5 =** _____

Situational Assessment Report

Individual's Name: _____

Date: _____

Job Title B: _____

EC: _____

Step One: Please rate individual's work behavior on the following items using the 1-5 rating system below. Rating should be completed following a period of direct work observation. Performance in a given area should be rated by competitive, integrated employment standards.

- 1 = Consistently an area needing support
- 2 = Occasionally an area needing support
- 3 = Behavior adequate in this area
- 4 = Occasionally superior performance
- 5 = Consistently superior performance

Step Two: Indicate for each skill area if it should be considered Essential, Desirable or Minimally Important to successful performance on this job.

- E = Essential
- D = Desirable
- M = Minimally Important Skill / Not Important

A: Social Skills

Select one: **E** **D** **M**

- _____ Seems comfortable when approached by co-workers
- _____ Appears to be interested in others
- _____ Does not appear overly distant or aloof
- _____ Expresses positive feelings in an appropriate manner
- _____ Expresses likes & dislikes in an appropriate manner
- _____ **Total divided by 5 =** _____

B: Cooperativeness

Select one: **E** **D** **M**

- _____ Works comfortably in presence of co-workers
- _____ Listens attentively to directions
- _____ Accepts constructive criticism without becoming upset
- _____ Follows instructions without resistance
- _____ Asks for further instructions if task is not clear
- _____ **Total divided by 5 =** _____

C: Work Habits

Select one: **E** **D** **M**

- _____ Begins work tasks promptly
- _____ Comes on time for work
- _____ Takes breaks only when scheduled
- _____ Individual tasks are done within given time frame
- _____ Maintains pace once work is started
- _____ **Total divided by 5 =** _____

D: Work Quality

Select one: **E** **D** **M**

- _____ Learns how to do a task within a given time frame
- _____ Work is done accurately
- _____ Work is done efficiently (speed & quantity)
- _____ Looks for & recognizes own mistakes
- _____ Doesn't need frequent prompting
- _____ Corrects own mistakes
- _____ **Total divided by 6 =** _____

E: Personal Presentation

Select one: **E** **D** **M**

- _____ Does not become overexcited/aggressive
- _____ Does not seem to tire easily
- _____ Refrains from inappropriate comments or behaviors
- _____ Comes to work with appropriate clothing & hygiene
- _____ Seems alert & aware on the job
- _____ **Total divided by 5 =** _____

F: Task Demands

Select one: **E** **D** **M**

- _____ Meets demands for sitting/standing/walking/seeing/lifting/etc.
- _____ Demonstrates stamina &/or mental capacity to maintain alertness & productivity
- _____ Improves performance when shown
- _____ Pays attention to detail while working
- _____ Performs satisfactorily in tasks requiring variety/change
- _____ **Total divided by 5 =** _____