

Vocational and Work Adjustment Training Services (VWATS) - Adult Skills Appraisal Guide

	<u>Exceeds Standard 4</u>	<u>Meets Standard 3</u>	<u>Approaching Standard 2</u>	<u>Not at Standard 1</u>
<i>Core work readiness/employability skill objectives</i>	<i>Observable performance characteristics reflecting the highest level of the standard.</i>	<i>Observable performance characteristics reflecting mastery of standard.</i>	<i>Observable performance characteristics reflecting moving towards mastery of standard.</i>	<i>Observable performance characteristics reflecting below the beginning level of standard.</i>
Mobility (Ability to arrange for transportation (private or public) & adapt to changes in travel circumstances.)	Able to arrange for transportation (private or public) independently and adapt to changes in travel circumstances.	Knows the types of transportation available (private or public) and can understand and adapt to changes in travel circumstances.	Needs assistance in arranging for transportation (private or public). If there are any changes in travel circumstances, will need assistance in determining alternate transportation options.	Unable to arrange for transportation or adapt to changes in travel circumstances.
Communication (Ability to give, receive, and/or process information through spoken or written words or concepts and convey ideas and opinions with others in a clear, understandable manner. Awareness of how verbal & non-verbal language impact communication with others.)	<p>Able to give, receive, and/or process information through spoken or written words or concepts. Able to convey ideas and opinions with others in a clear, understandable manner.</p> <p>Is aware of how verbal language (what we say and how we say it, i.e., tone of voice) and non-verbal language (facial expressions, behavior, body language, etc.) impact communication with others.</p> <p>Speaks confidently and is always polite when communicating with others.</p>	<p>Can convey ideas in a clear manner and express when communication is unclear.</p> <p>Is aware of how verbal language and non-verbal language impact communication with others.</p> <p>Is generally polite when communicating with others.</p>	<p>Hesitates to communicate with others. Is emotional with others and struggles to receive and understand information communicated to them.</p> <p>Is at times unaware of how verbal and non-verbal language impact communication with others.</p> <p>Has difficulty being polite when communicating with others.</p>	<p>Unable to use polite and clear communication.</p> <p>Unaware of how verbal and non-verbal language impact communication with others.</p> <p>Is not polite when communicating with others.</p>
Personal Care (Ability to meet one's physical & personal needs such as bathing, dressing, grooming, eating, hygiene, money management, & decision making without the assistance of others.)	Understands the importance of maintaining a groomed and neat appearance by consistently displaying good personal hygiene and selecting/wearing appropriate attire.	Maintains a groomed and neat appearance by displaying good personal hygiene and selecting/wearing appropriate attire.	Shows some improvement but does not always display a groomed and neat appearance, and good personal hygiene. Attire is not always appropriate.	Does not have a groomed and neat appearance due to lack of personal hygiene. Attire is inappropriate.

Exhibit G1

	<u>Exceeds Standard 4</u>	<u>Meets Standard 3</u>	<u>Approaching Standard 2</u>	<u>Not at Standard 1</u>
Self-Direction (Ability to independently plan, initiate, problem-solve, organize, or carry out goal directed activities.)	<p>Understands the function(s) of the job and demonstrates mastery of job duties.</p> <p>Consistently able to identify problems and work toward solutions by using complex critical thinking processes.</p> <p>Can gather and present supporting information to arrive at efficient and effective solutions.</p> <p>Excels at managing and organizing time; often completing assigned tasks prior to the due date while adhering to other work-related standards.</p>	<p>Demonstrates an understanding of the job duties, routines, instructions, and learning new tasks, etc.</p> <p>Can use effective strategies to identify problems and offer solutions based on questions asked.</p> <p>Manages and organizes time; completing the assigned tasks in allotted times with little prompting or reminders.</p>	<p>Inconsistently displays an understanding of the job duties, routines.</p> <p>Follows instructions in most cases but may need some clarification and requires some assistance in learning new tasks, etc.</p> <p>Rarely or never arrives to an effective solution/strategy to respond to problems or questions.</p> <p>Often does not offer opinions or solutions to problems presented. Prompting needed for managing and organizing time; completing the assigned tasks in allotted times.</p>	<p>Often forgets job tasks, routine instructions and doesn't follow directions. Doesn't ask for assistance when unclear on a task. Does not focus and complete assigned tasks in allotted time frames. Does not have effective strategies to identify problems and work toward solutions. Unable to manage and organize time.</p>
Interpersonal Skills (Ability to establish & maintain personal social interactions for participation in training and work-related activities.)	<p>Independently seeks out the opinions and feedback of others when appropriate. Uses respectful, helpful, and polite behavior when asking for assistance.</p> <p>Will start and/or engage in conversations with classmates or co-workers and convey thoughts and feelings (to justify decisions or support position).</p>	<p>Usually seeks out the opinions and feedback of others when appropriate.</p> <p>Will often start or engage in conversations with classmates or co-workers and convey thoughts and feelings (to justify decisions or support position).</p> <p>Is able to accept criticism or correction and makes good effort in resolving conflicts with others.</p>	<p>Shows improvement and willingness in accepting the opinions and feedback of others.</p> <p>With prompting, will try to start or engage in conversations with co-workers, and has some difficulty conveying thoughts and feelings (to justify decisions or support position).</p> <p>Has difficulty accepting criticism or correction and needs</p>	<p>Ignores others' opinions or is disrespectful when discussing projects.</p> <p>Does not start or engage in conversations with co-workers and is unable to convey thoughts and feelings (to justify decisions or support position).</p>

Exhibit G1

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Interpersonal Skills Con't.	Is able to accept criticism or correction and resolve conflicts with others independently.		prompting to assist in resolving conflicts with others.	Is not able to accept criticism or correction or resolve conflicts with others.
Work Tolerance Ability to sustain required levels of physical and/or psychological functioning by using appropriate techniques to manage symptoms or effects of medication related to the disability without interfering with focus or work task completion.	Understands and uses appropriate techniques to manage symptoms or effects of medication related to disability(ies) without interfering with focus or work task completion.	Is aware of and uses appropriate techniques to manage symptoms or effects of medication related to disability(ies) with little disruption to focus or work task completion.	Uses techniques inconsistently to manage symptoms or effects of disability(ies). Is often distracted from work tasks causing assignments to take longer or causing inconsistent task completion.	Does not have any skills or techniques to manage symptoms or effects of medication related to disability(ies) which results in work tasks not being completed.
Work Skills (Ability to learn and perform essential job functions)	<p>Is able to independently learn and perform major functions of the job.</p> <p>Sets realistic deadlines for tasks assigned. Delivers quality results on time and often prior to the due date.</p> <p>Consistently arrives on-time or before scheduled start time and stays for scheduled hours.</p> <p>Consistently requests time off in advance.</p>	<p>Is able to learn and perform major functions of the job with limited supervision.</p> <p>Sets realistic deadlines for tasks assigned and delivers results with few requests for extensions.</p> <p>Arrives on time and stays for scheduled hours.</p> <p>Notifies staff of an absence.</p>	<p>Is able to learn and perform major functions of the job with prompting.</p> <p>Does not set realistic deadlines for tasks. Often requires extensions to complete task. If delivered on time the quality of product does not meet the established standard.</p> <p>Has difficulty arriving on time. Attendance is inconsistent and may or may not inform staff of anticipated absences.</p>	<p>Is not able to learn and perform major functions of the job without assistance.</p> <p>Sets unrealistic deadlines for assigned tasks and does not deliver expected results on time.</p> <p>Often arrives late, is absent more days than attending without notifying staff, and has multiple unscheduled and/or unaccounted absences.</p>