

Workplace Readiness Skills Training Checklist

The following is a list of skills to consider when determining student needs, as well as measuring student progress in the pre-employment transition services required area of workplace readiness training, to include social skills and independent living.

The student's need, and/or progress in some or all of these activities could be determined through a variety of formats such as a pre-post survey, a yes/no checklist, a sliding scale, or other alternate options; which could also be used as supporting documentation, as appropriate.

Workplace Readiness Skills

1. Recognizes when there is a problem
2. Initiates problem solving
3. Requests assistance when needed
4. Identifies and organizes bills and coins
5. Understands basic money management concepts
6. Performs self-care by daily grooming and hygiene
7. Employs effective organization skills
8. Demonstrates ability to care for personal items (e.g. clothing, shaving items, etc.)

9. Maintains a calendar, keeps appointments and/ or meets deadlines
10. Student is able to articulate the importance of timeliness and demonstrates time management skills
11. Student demonstrates ability to interact with individuals on the job site, including with supervisors and co-workers.
12. Demonstrates manners and confidence in social settings
13. Understands the roles and responsibilities of a productive team
14. Maintains good attendance and is punctual
15. Maintains good health, personal hygiene, and grooming
16. Can demonstrate appropriate social and interpersonal skills in the workplace (teamwork, problem solving, conflict resolution, empathy, professionalism, good manners, etc.).
17. Student can identify their network of resources at home, school, and in their community.
18. Student can identify skills needed for communication in the workplace
19. Learns about transportation options available to the person.
20. Practices utilizing public transportation options.
21. Develops skills for finding a job:
 - Practices job interviewing skills
 - Learns how to complete paper and online job applications
 - Is aware of how background checks work. (Includes how a criminal record might impact a job search and how to talk about a record with employers)
 - Practices planning and organizing skills for job seeking
 - Learns how to find job openings/use job search sites

22. Has documents needed for employment.

- Documents required for completing the I-9 Form which verify employment eligibility, such as Social Security card and State ID/ Driver's License (has access to social security number when needed)
- Resume/ visual resume
- Cover letter
- Sample application/ cheat sheet
- Job log
- Portfolio

23. Learns and practices soft skills needed for employment.

- Appropriate use of social media and potential consequences of inappropriate use
- Attendance
- Communication: how to leave a voice mail, how to greet people, how to answer the phone, what a voice mail greeting should/ should not say, how to request time off, how/ when to call in sick, how to write an email and include attachments, talking/writing, active listening, body language, empathy
- Completing work tasks correctly and on time

24. Explores how to manage money/ finances.

- Identifies bills and coins
- Practices basic money management techniques
- Budgeting
- Gets a bank account
- Learns about using and managing credit

25. Learns how work may impact public benefits.

- Learns about how to use DB101
- Learns about a benefits analysis and completes one if appropriate
- Knows about the availability of a benefits counselor and meets with one if appropriate