

**WORK EXPERIENCE SITUATIONAL ASSESSMENT**

This document is taken from Focus Disability Network Society (Focus Disability Network Society, 2017)

|   |  |
|---|--|
| Job Seeker Name   |  |
| Suggested Accommodations/Modifications                                    |  |
| <b>TASK DESCRIPTION</b>   |  |
| Work Experience Employer/Company  |  |
| Employer Contact Info   |  |
| Provide a brief description of the main job tasks/duties to be simulated: |  |
| 1.  |  |
| 2.  |  |
| 3.  |  |
| 4.  |  |
| 5.  |  |

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| <b>WORK SIMULATION TASK EVALUATION</b>   |
| The task record is to be completed by the Employment support person through direct observation of the client’s performance during the work experience. Employer insight in regards to their observations of the client’s performance is also recommended to assist in the through completion of this form. |

| <b>SKILLS AND TASK COMPETENCE: (circle number that applies)</b> |  |   |   |   |   |   |  |
|---|--|---|---|---|---|---|--|
| 1.  | Able to do complicated jobs                        | 5 | 4 | 3 | 2 | 1 | Can only do simple jobs                                |
| 2.  | Grasps instructions quickly                        | 5 | 4 | 3 | 2 | 1 | Cannot grasp instructions                              |
| 3.  | Works very quickly                                 | 5 | 4 | 3 | 2 | 1 | Works very slowly                                      |
| 4.  | Able to complete tasks within a set amount of time | 5 | 4 | 3 | 2 | 1 | Not able to complete tasks within a certain time frame |
| 5.  | Able to complete tasks without supervision         | 5 | 4 | 3 | 2 | 1 | Needs constant supervision                             |
| 6.  | Can remember multiple task direction               | 5 | 4 | 3 | 2 | 1 | Can only recall one direction at a time                |
| 7.  | Excellent quality of work                          | 5 | 4 | 3 | 2 | 1 | Very poor work quality                                 |

|     |  |   |   |   |   |   |  |
|-----|--|---|---|---|---|---|--|
| 8.  | Flexible, can change tasks easily without difficulty   | 5 | 4 | 3 | 2 | 1 | Inflexible, cannot change tasks without difficulty |
| 9.  | Feels comfortable using the following equipment/tools/applications and doing the following jobs/activities:      |   |   |   |   |   |  |
|     |  |   |   |   |   |   |  |
|     |  |   |   |   |   |   |  |
|     |  |   |   |   |   |   |  |
|     |  |   |   |   |   |   |  |
| 10. | Employment support person observations/suggestions for supports regarding job seeker skills and task competence: |   |   |   |   |   |  |
|     |  |   |   |   |   |   |  |
|     |  |   |   |   |   |   |  |
|     |  |   |   |   |   |   |  |
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|     |  |   |   |   |   |   |  |

| WORK ATTITUDE: |  |   |   |   |   |   |  |
|----------------|--|---|---|---|---|---|--|
| 1.             | Works continuously                                   | 5 | 4 | 3 | 2 | 1 | Can only work for short periods                              |
| 2.             | Eager to work  | 5 | 4 | 3 | 2 | 1 | Avoids work  |
| 3.             | Eager to try new jobs/tasks                          | 5 | 4 | 3 | 2 | 1 | Avoids new jobs/tasks  |
| 4.             | Looks for more work to do when finished assigned job | 5 | 4 | 3 | 2 | 1 | Waits to be given new work                                   |
| 5.             | Arrived on time                                      | 5 | 4 | 3 | 2 | 1 | Did not arrive on time                                       |
| 6.             | Appropriately dressed and groomed for work           | 5 | 4 | 3 | 2 | 1 | Inappropriately dressed and groomed <input type="checkbox"/> |
| 7.             | Displayed a positive attitude when working           | 5 | 4 | 3 | 2 | 1 | Displayed a negative attitude <input type="checkbox"/>       |
|                |  |   |   |   |   |   | Was withdrawn  |

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|----|--|
| 8. | Enjoys doing the following tasks/activities:                                     |
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|    |  |
| 9. | Employment support person observations/suggestions for job seeker work attitude: |
|    |  |
|    |  |
|    |  |
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| CONFIDENCE AND INITIATIVE: |  |   |   |   |   |   |  |
|----------------------------|--|---|---|---|---|---|--|
| 1.                         | Displays confidence in starting and learning new tasks                       | 5 | 4 | 3 | 2 | 1 | Is markedly over-confident <input type="checkbox"/>  |
|                            |  |   |   |   |   |   | Is markedly under-confident <input type="checkbox"/> |
| 2.                         | Accepts responsibility if makes a mistake                                    | 5 | 4 | 3 | 2 | 1 | Cannot accept responsibility                         |
| 3.                         | Shows initiative by moving to new tasks without being told                   | 5 | 4 | 3 | 2 | 1 | Shows no initiative (must be told what to do)        |
| 4.                         | Asks for assistance when required  | 5 | 4 | 3 | 2 | 1 | Does not ask for assistance when needed              |
| 5.                         | Job seeker displays the most confidence doing the following jobs/activities: |   |   |   |   |   |  |
|                            |  |   |   |   |   |   |  |
|                            |  |   |   |   |   |   |  |
|                            |  |   |   |   |   |   |  |
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|                                    |   |   |   |   |   |   |  |                             |
|------------------------------------|---|---|---|---|---|---|--|-----------------------------|
| 6.                                 | Employment support person observations/suggestions pertaining to client confidence and initiative:                            |   |   |   |   |   |  |                             |
|                                    |   |   |   |   |   |   |  |                             |
|                                    |   |   |   |   |   |   |  |                             |
| <b>FEEDBACK &amp; SUPERVISION:</b> |   |   |   |   |   |   |  |                             |
| 1.                                 | Welcomes supervision  | 5 | 4 | 3 | 2 | 1 | Resents supervision  |                             |
| 2.                                 | Accepts criticism and correction of work easily   | 5 | 4 | 3 | 2 | 1 | Cannot accept criticism or correction  |                             |
| 3.                                 | Appears comfortable around supervisor   | 5 | 4 | 3 | 2 | 1 | Appears nervous around supervisor  |                             |
| 4.                                 | Uses respectful communication towards supervisor  | 5 | 4 | 3 | 2 | 1 | Uses disrespectful communication towards supervisor <input type="checkbox"/> |                             |
| 5.                                 | Prefers or needs feedback and assurance regarding job performance?  |   |   |   |   |   | Yes <input type="checkbox"/>   | No <input type="checkbox"/> |
| 6.                                 | Employment support person observations of job seeker's strengths/weaknesses, recommendations of his/her interpersonal skills: |   |   |   |   |   |  |                             |
|                                    |   |   |   |   |   |   |  |                             |
|                                    |   |   |   |   |   |   |  |                             |
|                                    |   |   |   |   |   |   |  |                             |
|                                    |   |   |   |   |   |   |  |                             |

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| <b>ADDITIONAL COMMENTS AND RECOMMENDATIONS:</b> |  |  |  |  |  |  |  |
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