

# COMMUNITY-BASED SITUATIONAL ASSESSMENT FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Staff: \_\_\_\_\_ Program/Service: \_\_\_\_\_

Voc Goal: \_\_\_\_\_

Work Type:

- FOOD SERVICE   
  RETAIL   
  MAINTENANCE/CUSTODIAL   
  HOTEL/HOSPITALITY  
 OTHER: \_\_\_\_\_

Name / Address of Location: \_\_\_\_\_

Total # of Hours: \_\_\_\_\_

<b>Tasks Assigned/ Work Completed</b>	<b>Liked or Disliked Task (L or D)</b>	<b>Accuracy of Completed Work (1-5, 5=most accurate)</b>	<b>Work Pace (1-5, 5=fastest)</b>	<b>Type(s) of Support (verbal, written, visual, modeling, hand over hand, other)</b>	<b>Independence of work completed (1-5, 5 being most independent)</b>

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**1. ATTENDANCE & PUNCTUALITY**

- |  |  |
|--|--|
| <input type="checkbox"/> Always present      | <input type="checkbox"/> Always punctual   |
| <input type="checkbox"/> Occasionally absent | <input type="checkbox"/> Occasionally late |
| <input type="checkbox"/> Frequently absent   | <input type="checkbox"/> Frequently late   |

Comments: \_\_\_\_\_  
\_\_\_\_\_

**2. APPEARANCE**

- Is neatly groomed and dressed appropriately at all times.
- Occasionally appears poorly groomed or dressed inappropriately.
- Frequently appears poorly groomed or dressed inappropriately.

Comments: \_\_\_\_\_  
\_\_\_\_\_

**3. INITIATIVE**

- Usually initiates appropriate work activity and makes needs known to supervisor.
- Occasionally takes initiative; appears hesitant and unsure.
- Rarely takes initiative. Often found sitting idle.

Comments: \_\_\_\_\_  
\_\_\_\_\_

**4. COOPERATION WITH DIRECTIVES**

- Highly cooperative; accepts supervisor's authority; flexible regarding changes in work assignments.
- Fairly cooperative; sometimes resists authority or is rigid about changing assignments.
- Uncooperative; refuses to perform tasks or does so grudgingly.

Comments: \_\_\_\_\_  
\_\_\_\_\_

**5. ACCEPTANCE OF FEEDBACK AND COACHING**

- Usually accepts and utilizes constructive criticism well.
- Sometimes has difficulty accepting and/or utilizing criticism.
- Frequently has difficulty accepting and/or utilizing criticism.
- Tendency to become defensive/emotional.

Comments: \_\_\_\_\_  
\_\_\_\_\_

**6. MOTIVATION**

- Appears very enthusiastic and willing to learn.
- Appears moderately interested and exerts satisfactory effort.
- Appears bored/disinterested and exerts little or no effort.

Comments: \_\_\_\_\_  
\_\_\_\_\_

**7. TASK MANAGEMENT**

- Work materials are well organized and work order is planned efficiently.
- Has some difficulty in planning work order and/or organizing work materials.
- Work materials are highly disorganized. Job is rarely accomplished in an orderly fashion.

Comments: \_\_\_\_\_  
\_\_\_\_\_

**8. STAMINA**

- Is able to work steadily for entire training day.
- Sometimes needs extra breaks due to fatigue or pain.
- Is easily fatigued or becomes uncomfortable quickly; needs frequent breaks.

Comments: \_\_\_\_\_  
\_\_\_\_\_

**9. FOCUS**

- Able to concentrate on job task and resist distractions.
- Occasionally has difficulty concentrating.
- Work flow is often interrupted due to poor concentration.
- Requires frequent reminders to stay on task.

Comments: \_\_\_\_\_  
\_\_\_\_\_

**10. FOLLOWING INSTRUCTIONS**

- Follows both written and verbal directions with no difficulty.
- Follows  written  verbal  demonstration instructions best
- Occasionally has difficulty with verbal or written directions.
  - Requires a combination of verbal directions and visual demonstration to learn task.
  - Can follow complicated, multi-step directions.
  - Can follow two and three step directions.
  - Can follow conditional instructions (if \_\_\_\_\_, then \_\_\_\_\_)
  - Can follow only simple, one step directions.

Comments: \_\_\_\_\_  
\_\_\_\_\_

**ASSESSED COMPETENCE IN VOCATIONAL AREA**

- Meets average requirements for workers in the competitive job market.
- Meets minimum requirements for workers in the competitive job market.
- May be competitively employable with accommodations and/or Job Coach
- Fails to meet the minimum requirements for workers in the competitive job market.
- Would probably meet the requirements for workers employed by exceptionally accommodating employers.
- Fails to meet the minimum requirements for any workers, whether in the competitive job market or under accommodating employers.

## FINDINGS

Strength areas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To avoid/non-negotiables: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Newly identified support needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff action to address barriers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
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