

What Are My Dreams?

Take time to think about and answer the following questions:

What do I want to do after high school?
What do I want to do for work?
Do I want to go to college or a training program?
Do I need to go to college or a training program to get the job I want?
Do I want to rent or buy a house?
Do I want to have a roommate(s)?
What do I like to do for fun?

STRENGTHS

What am I good at?
What do I like to do?
What skills do I have?

NEEDS

What things are difficult for me?
Are there things I need to get better at, or learn, in order to reach my dreams?
Will I need assistive technology will help me learn?

OPPORTUNITIES

Who can help me reach my dreams? What help can they give me?
What am I doing now that helps me reach my dreams?

WORRIES

What do I worry about when I think about leaving high school and reaching my dreams?
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Informal Work Readiness Student Evaluation

Student Name: _____

Date: _____

Evaluator Name: _____

SKILL	MEASUREMENT
Work On a Team	
1. Shows respect for others' opinions.	Emerging Needs More Practice Mastery
2. Helps others with tasks.	Emerging Needs More Practice Mastery
3. Does not make rude comments.	Emerging Needs More Practice Mastery
4. Contributes equally to group efforts.	Emerging Needs More Practice Mastery
5. Demonstrates leadership.	Emerging Needs More Practice Mastery
6. Uses "please," "thank-you," "excuse me".	Emerging Needs More Practice Mastery
Customer Service	
7. Acknowledges and greets customers.	Emerging Needs More Practice Mastery
8. Speaks clearly, audibly, and courteously.	Emerging Needs More Practice Mastery
9. Uses eye contact.	Emerging Needs More Practice Mastery
10. Listens to customers with concern.	Emerging Needs More Practice Mastery
11. Uses "please," "thank-you," "excuse me".	Emerging Needs More Practice Mastery
12. Does not react negatively (or over-react).	Emerging Needs More Practice Mastery
13. Asks supervisor for help when needed.	Emerging Needs More Practice Mastery

14. Works with supervisor to resolve conflicts.	Emerging Needs More Practice Mastery
Self-Management	
15. Assumes responsibility for own actions and decisions.	Emerging Needs More Practice Mastery
16. Exhibits self-control.	Emerging Needs More Practice Mastery
17. Responds to feedback non-defensively	Emerging Needs More Practice Mastery
18. A "self-starter".	Emerging Needs More Practice Mastery
19. Sets well-defined and realistic personal goals.	Emerging Needs More Practice Mastery
20. When one task is done, looks for another one to do.	Emerging Needs More Practice Mastery
Integrity and Honesty	
21. Can be trusted not to take or give away things that do not belong to them.	Emerging Needs More Practice Mastery
22. Tells the truth	Emerging Needs More Practice Mastery
23. Follows the rules.	Emerging Needs More Practice Mastery
24. Treats others with respect.	Emerging Needs More Practice Mastery
Personal Life	
25. Knows how to say address and telephone number.	Emerging Needs More Practice Mastery
26. Knows how to write address and telephone number.	Emerging Needs More Practice Mastery
Completes Tasks	
27. Follows two step directions.	Emerging Needs More Practice Mastery
28. Keeps work station clean.	Emerging Needs More Practice Mastery

29. Completes task in a timely manner.	Emerging Needs More Practice Mastery
Sociability	
30. Relates well to others.	Emerging Needs More Practice Mastery
31. Responds appropriately as situation requires.	Emerging Needs More Practice Mastery
Responsibility	
32. Works hard at tasks (even if unpleasant).	Emerging Needs More Practice Mastery
33. Arrives to work on days scheduled	Emerging Needs More Practice Mastery
34. Dresses appropriately (uniform, badge, etc.)	Emerging Needs More Practice Mastery
35. Understands workplace expectations.	Emerging Needs More Practice Mastery
36. Arrives to work on time.	Emerging Needs More Practice Mastery
37. Positive attitude in completing tasks.	Emerging Needs More Practice Mastery
Information Skills	
38. Understands verbal instructions.	Emerging Needs More Practice Mastery
39. Communicates appropriate information to others.	Emerging Needs More Practice Mastery
40. Understands the importance of following safety and sanitation rules.	Emerging Needs More Practice Mastery
Money	
41. Can identify all forms of money.	Emerging Needs More Practice Mastery
42. Can count amounts of money up to \$25 using the least number of coins and bills.	Emerging Needs More Practice Mastery
43. Can make the correct amount of change without the assistance of a register or calculator up to \$100 using the	Emerging Needs More Practice Mastery

least number of coins and bills.	
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Life Skills

Communication Skills

Skills	Emerging	Practice	Mastery
Follows written directions			
Follows verbal directions			
Displays a positive attitude			
Resolves conflicts in a timely manner			
Responds appropriately to praise			
Responds appropriately to criticism			
Exhibits the ability to handle stress			
Has the ability to work in a team			

Critical Thinking

Identifies the challenge			
Identifies steps to solve the challenge			
Evaluates options			
Seeks input to the solution			

Demonstrates Work Ethic

Identifies rules, regulations and policies			
Practices time management			
Assumes responsibility for decisions and actions			
Shows initiation			
Demonstrates a willingness to learn			
Maintains regular attendance			

Pre- Employment skills

Has a social security card			
Identifies short-term employment goals			
Identifies career information sources			
Locate resources to find employment			
Has completed an electronic application			
Has completed a resume			
Knows the steps needed to apply for a job			
Identifies proper attire for a job interview			
Has written an interview follow-up letter			
Has completed a W-4/ I-9			