





















Positive Work Skills



Transition Passport / Vocational / Evaluation Tools

“Where Am I?” - There are many jobs to explore. How will you know what job is best for you? One way to help determine this is to learn more about yourself. Which work skills do you already have? Which skills do you need to improve? This survey will provide insight for you and your team as you plan for your future. Complete the survey in sections as needed.





















 I can look for a job.	By Myself 	With Help 	I Want to Learn 
 I fill out applications.			
 I interview for jobs.			
 I make a resume.			
 I wear clean clothes.			
 I wear correct clothes.			
 I show good grooming.			
 I use appropriate language.			
 I understand time.			
 I follow a schedule.			
 I listen to directions.			
 I follow directions.			
 I get out my own work materials.			
 I begin work right away.			
 I return to work if distracted.			



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 <p>I can look for a job.</p>	<p>By Myself</p> 	<p>With Help</p> 	<p>I Want to Learn</p> 
 <p>I work at a steady pace.</p>			
 <p>I keep my work area clean.</p>			
 <p>I stay on task until done.</p>			
 <p>I put away my own work materials.</p>			
 <p>I know what to do next when my work is done.</p>			
 <p>I ask for help when I need it.</p>			
 <p>I accept suggestions.</p>			
 <p>I accept corrections.</p>			
 <p>I admit my mistakes.</p>			
 <p>I always do my best work.</p>			
 <p>I am proud of my work.</p>			
 <p>I am willing to learn new things.</p>			
 <p>I get along with others.</p>			
 <p>I offer help to co-workers.</p>			
 <p>I follow safety rules.</p>			
 <p>I know what to do for an emergency at work.</p>			







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