

Project SEARCH Preparation Support Staff/ Parent Assessment TO BE COMPLETED AND TURNED IN WITH PROJECT SEARCH APPLICATION



Dear Support Staff/Parent/Guardian:

Please be honest when filling out this information in order to help us appropriately place the Intern Fill out each section with the best information about the applicant and his/her skills. That will help us learn more about the applicant.

The Project SEARCH Staff

Intern Name:	Name of Person filling out form:
Relationship to Intern:	Your Phone:
Your Email Address	Your Cell Phone:
Your Home Address:	

Check all that apply

Commitment to Community Employment:

- Applicant wants to get a job
- Applicant's family supports my goal of competitive community employment
- The applicant has an original Social Security Card
- The applicant has a State ID or a Driver's license as a picture ID
- The applicant can pass a pre-employment drug screen
- The applicant can pass a criminal background check
- The applicant can be contacted through an answering machine or voice mail which has a business like greeting
- The applicant has a business like email address that I can check at least weekly
- The applicant receives SSI and/or SSDI or other forms of public assistance
- The applicant has had a benefits analysis and/or understands the impact of earned income on their benefits

Attendance (check one of the following)

- The applicant has had no absences or tardiness within the past school/employment year
- The applicant has had 1-5 absences or tardiness within the past school/employment year
- The applicant has had 5-10 absences or tardiness within the past school/employment year
- The applicant has had 10 or more absences or tardiness within the past school/employment year
- The applicant has a medical condition that requires frequent hospital stays/excessive doctor/clinic visits (more than 20)

If yes to 10 or more days:

Reasons why the applicant has missed so much school/work: _____

Independent Daily Living and Self Care Skills

The applicant is independent in daily and self-care skills- On a scale of 1-5 (1 being not very good/competent and 5 being very good/ competent) How competent is the applicant in each of these areas:

	(-) Not Very Good/ Competent			(+) Very Good/Competent	
Cooking and nutrition	1	2	3	4	5
Budgeting	1	2	3	4	5
Handling Money/ making change	1	2	3	4	5
Taking Medication	1	2	3	4	5
Using the restroom	1	2	3	4	5
Daily Shower/ Bath	1	2	3	4	5
Appropriate amount of sleep for schedule	1	2	3	4	5

The applicant needs help with the following: (from a parent/guardian/caretaker)

	(-) I need a lot of help			(+) I don't need much help	
Cooking and nutrition	1	2	3	4	5
Budgeting	1	2	3	4	5
Handling Money/ making change	1	2	3	4	5
Taking Medication	1	2	3	4	5
Using the restroom	1	2	3	4	5
Daily Shower/ Bath	1	2	3	4	5
Appropriate amount of sleep for schedule	1	2	3	4	5

The applicant is able to stay independently, without supervision, at home and work:

Yes

No

Appearance and Professional Presentation

The applicant arrives at school and/or work daily with:

- Clean and combed hair
- Clean clothing and underwear
- Brushed teeth/oral hygiene
- The applicant wears appropriate clothing for the weather
- The applicant follows the school/work dress code

The applicant is willing to follow the designated dress code of employers, including rules on:

- Appropriate clothing
- Shoes
- Facial hair
- Facial and body piercings
- Tattoos
- Jewelry
- Fingernail polish and length

Transportation

- The applicant has reliable transportation to get to work
- The applicant has their own car, driver's license and insurance
- The applicant knows how to use public transportation
- The applicant is willing to learn to use public transportation
- The applicant uses public transportation and can make their own ride appointments
- The applicant uses public transportation and another person schedules their ride appointments
- The applicant has a family member/care provider who is willing to provide on-going transportation
- Other transportation options _____

Appropriate Social and Behavior Skills

- The applicant does not engage in flirting, inappropriate touching or public displays of affection such as holding hands, hugging or kissing
- The applicant does not swear or use profanity in a school or work setting
- The applicant shows respect to my peers and co-workers
- The applicant works cooperatively with others
- The applicant accepts correction and criticism without a negative reaction
- The applicant has lost their temper in a school or work environment

The applicant has displayed aggressive behavior in a school or work setting:

- Screaming or yelling
- Hitting/ Punching
- Spitting
- Kicking
- Fighting

Interpersonal Communication

- The applicant responds when someone speaks or asks questions
- The applicant makes eye contact
- The applicant uses an appropriate tone of voice
- The applicant engage in appropriate conversation in a school or work environment

The applicant uses appropriate body language in a school or work environment:

- No inappropriate hand gestures
- Sitting appropriately in a chair/ posture
- Respecting personal space
- The applicant uses a cell phone and electronic equipment appropriately according to the school or business policy including: refraining from talking and answering the phone, texting, and listening to music

Verbal Communication

- The applicant is easily understood by others
- The applicant sometimes has trouble getting their message across to others
- The applicant uses adaptive equipment to communicate
- The applicant is willing to learn to use adaptive equipment to communicate if appropriate
- The applicant uses an interpreter and/or uses sign language to communicate
- The applicant talks about the same topics over and over again

Recreational Activities

The applicant participates in organized group activities:

- Sports _____
- Band
- Choir
- Theater
- Scouts
- Church group
- Community recreation/ Special Olympics
- Other

- The applicant likes to exercise on their own (walking, running, biking, etc.)

The applicant exercises _____ times each week for at least 30 minutes each time

The applicant likes sit-down activities such as

- Computer or electronic games
- Watching television
- Reading
- Scrap booking
- Other _____

The applicant has the following hobbies: _____

Physical Limitations

- The applicant has difficulty walking

The applicant needs to use the following to help me walk/navigate

- Cane
- Walker
- Wheelchair
- Scooter
- Other _____

- The applicant has limited use of their arms and or hands

The applicant has other physical limitations that may affect employment: _____

Production Rate and Work Quality

- At school or work, the applicant gets all their tasks finished on time and they turn things in by the due date
- At school or work, the applicant has difficulty getting all tasks finished on time or turned in by the due date
- At school or work, the applicant gets most of the tasks correct
- At school, on chores or on the job the applicant's work is organized and neat

Employability Skills

- The applicant gets to school, work or other appointments on time and independently
- After lunch or break, the applicant gets back to class or work on time
- The applicant knows how to tell, and keep track of time
- The applicant stays on task until the task is finished
- If the applicant is interrupted he/she can return to the task and finish it
- The applicant can access the necessary information to fill out a paper application
- The applicant has experience filling out an on-line application
- The applicant knows how to answer common interview questions
- The applicant can tell his/her boss or co-workers ways that he/she learns best or tools that help him/her be a good worker. Please list ways that help the applicant learn best or the tools he/she uses to be successful at school or on the job: _____

Prior Work Experience

The applicant has had a paying job(s) in the community. The places he/she worked were/are: _____

The applicant has worked at my school doing: _____

The applicant has volunteered at: _____

The applicant does these chores at home on a regular basis: _____

The applicant has never worked or volunteered

Please attach resume if you have one

Academic Skills

The applicant’s favorite subjects in high school were/ are: _____

The applicant likes to read books for pleasure. The last book he/she read was: _____

The applicant uses a calculator when he/she does math problems or for everyday use

The applicant likes to read the newspaper and magazines for news, job hunting and other information

The applicant likes to write or keep a diary/journal

Computer/Electronic Skills

I have basic keyboarding skills and use correct typing techniques

I have basic keyboarding skills and use only two fingers (hunt and peck)

I can use Microsoft Word to create letters and other documents

I can use Microsoft Excel to create spreadsheets and other documents

I can use Microsoft Publisher to create cards, newsletters, flyers and other documents

I can use email correctly

I can access the internet to get information, find services such as map quest and use various search engines

I use a computer to play games, watch TV shows, listen to on-line streaming music, etc.

I have no computer skills

I use a cell phone to talk to others

I use a cell phone for texting

Community Supports

Who else helps to support you in your life? (E.g. DVR Counselor, Case Manager, support staff, etc.)

Name	Title	Phone Number

Problem Solving and Conflict Resolution

Please give us some examples of the Intern's problem solving abilities and/or how they handle conflict:

Home situation:

School situation: (if applicable)

Community or work situation:

Thanks for your work to finish this information and checklist! We appreciate it!