

# WORK BEHAVIOR CHECKLIST

STUDENT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

*Code each behavior as MS – Mastered Skill; ES – Emerging Skill; ND – Not Demonstrated*

## Communication:

- \_\_\_\_\_ Communicates basic needs (i.e., asking for help, accessing information)
- \_\_\_\_\_ Initiates contact with supervision
- \_\_\_\_\_ Relays needed information
- \_\_\_\_\_ Understands work routine and expectations

## Social Skills:

- \_\_\_\_\_ Interacts with co-workers and supervisors
- \_\_\_\_\_ Works along-side co-workers
- \_\_\_\_\_ Cares for personal hygiene needs
- \_\_\_\_\_ Responds appropriately to social contacts
- \_\_\_\_\_ Manages free time during breaks

## Social Appropriate Behavior:

- \_\_\_\_\_ Works continuously without disruptions
- \_\_\_\_\_ Works without displaying/engaging in major disruptive behaviors
- \_\_\_\_\_ Accepts correction/supervision without becoming upset
- \_\_\_\_\_ Exhibits acceptable behavior during break time

## Rate and Production:

- \_\_\_\_\_ Works continuously
- \_\_\_\_\_ Leaves job site only at appropriate times
- \_\_\_\_\_ Works with limited supervision
- \_\_\_\_\_ Works independently and increases production
- \_\_\_\_\_ Works without disruptions in group settings
- \_\_\_\_\_ Maintains a reasonable production rate across the day and across time
- \_\_\_\_\_ Transitions to new task in reasonable period of time with adequate productivity

## Accuracy and Quality:

- \_\_\_\_\_ Completes tasks with sequenced steps
- \_\_\_\_\_ Demonstrates consistency over time
- \_\_\_\_\_ Demonstrates ability to prepare work area
- \_\_\_\_\_ Demonstrates ability to do a variety of tasks and maintain quality