



# SOCIAL COMPETENCIES CHECKLIST

This form is a resource tool to measure (or summarize) and support increased self-awareness and skill development needed for success. Check all boxes that apply.

Student Name \_\_\_\_\_

Date \_\_\_\_\_

COMPLETED BY:

Self       CLE Instructor       Parent

## TIME / SPACE

### ★ ATTENDANCE

- Always attends
- Misses less than 3 days per quarter
- Misses 4-5 days per quarter
- Misses more than 6 days per quarter

### ★ PUNCTUALITY

- Reports to sessions on time
- Is late 1-2 times per week
- Is late more than 3 days per week

### ★ TIME AWARENESS

- Returns from break on time
- Recognizes tardiness and communicates proactively
- Uses tools / strategies (phone, calendar, watch) to remain on schedule
- Lacks time awareness
- Inconsistent use of tools / strategies

### ★ WORK ENVIRONMENT

- Finds way around immediate environment
- Finds way around entire work environment beyond individual setting
- Needs assistance in navigating environment

## SOCIAL COMPETENCE

### ★ RESPONSE TO WORK DEMANDS

- Is compliant; eagerly follows through; asks questions or asks for help
- Asks for accommodations
- Responds to feedback and implements
- Resistant to feedback

### ★ COMMUNICATION

- Freely expresses thoughts and needs
- Uses correct mode of communication
- Responds to all forms of communication (email, text)
- Requires prompting to express thoughts and needs
- Has difficulty expressing thoughts and needs

### ★ RESPONSE TO SUPPORT

- Even tempered and eager to work
- Listens and is receptive to feedback
- Defensive and is unreceptive to feedback

### ★ SOCIALLY-RELATED BEHAVIOR

- Exhibits socially appropriate behavior for a **variety** of settings
- Exhibits socially appropriate behavior for a **single** setting
- Shows kindness and cooperation

### ★ SOCIAL INTERACTIONS

- Initiates social interactions
- Responds to social interactions
- Does not interact or engage with others
- Over-persistently engages with others

### ★ SELF-AWARENESS

- Aware of learning differences
- Understands and requests accommodations
- Aware of learning styles and willingly shares
- Resistant to disclosure of learning needs / accommodations

## PHYSICAL CHARACTERISTICS

- Clean, neat and appropriately dressed
- No observable odors (breath, hair, body)
- Is unkempt (hair uncombed, clothes in disarray)

## PERFORMANCE

### ★ INITIATION

- Seeks out work as needed without needing to be asked
- Will do extra work if asked; asks questions to clarify
- Completes duties as assigned without prompting
- Needs prompts to move to next task assignment

### ★ PREPARATION

- Arrives with required materials/equipment to perform duties
- Maintains proper dress code
- Arrives unkept and unprepared

### ★ SAFETY

- Exhibits safety awareness in community, CLE, college setting
- Exhibits safety awareness with prompts
- Exhibits no safety awareness

### ★ FOLLOWS VERBAL DIRECTIONS

- Follows multi-step verbal directions, without reminders
- Can follow multi-step verbal directions with reminders
- Performs 2-3 step tasks without reminders (repetition)
- Works best with routine, repetitive verbal directions (1 step)

### ★ TASK PERSISTENCE

- Given current setting, maximum time needed on task \_\_\_\_\_
- Works continually over one hour
- Works continually up to one hour
- Works continually up to one half hour
- Works continually up to 15 minutes

### ★ REINFORCEMENT NEEDS

- Requires infrequent feedback; works independently
- Requires intermittent feedback
- Requires constant feedback

### ★ ADAPTING TO CHANGE

- Adaptable and flexible
- Requires predictable / structured outline
- Adapts to change with some difficulty; requires guidance
- Exhibits resistant behavior
- Requires a rigid routine

### ★ RESPONSE TO STRESS

- Can work under pressure without visible adverse reactions
- Expresses feelings of stress but follows through
- Has visible difficulty working when under pressure

### ★ QUALITY OF WORK

- Makes some mistakes; independently spotted and corrected
- Recognizes errors and attempts to correct
- Displays inconsistent quality; usually does not spot errors

### ★ WORK SPEED

- Exhibits average speed as compared to peers or other workers
- Exhibits above average speed as compared to peers or other workers
- Maintains average speed with prompting
- Exhibits slow, but consistent speed
- Requires job coach

## COMMENT / FOLLOW UP