Hello....my name is Mary

Possibilities

Mary is an18 year old senior with ID, her IQ is 65. Mary reads and does math on a 2nd grade level and can add and subtract with a calculator. She has very good social skills and wants to work with children.

Possible Transition Assessments:

Brigance: Job-Related Knowledge & Skills
PAES Lab
Work Based Learning Observations
Work Personality Profile

Enroll in Child Care
Take Community Child Care classes. (YMCA)

Volunteer in Church Nursery or YMCA

Post-Secondary:

On the Job Training

Outside Agencies: **Vocational Rehabilitation** DIDD

Call DIDD Intake Number 654-4839 (Parent) to apply.

Name of client: _____
Name of rater: _____
Date: _____

WORK PERSONALITY PROFILE

Please describe the client's observed work performance using the five options listed below to complete the 58 behavioral items.

4 = a definite strength, an employability asset
3 = adequate performance, not a particular strength
2 = performance inconsistent, potentially an employability problem
1 = a problem area, will definitely limit the person's chances for employment
X = no opportunity to observe the behavior

1. _____ Sufficiently alert and aware
2. _____ Learns new assignments quickly
3. _____ Works steadily during entire work period
4. _____ Accepts changes in work assignments
5. _____ Needs virtually no direct supervision
6. _____ Requests help in an appropriate fashion
7. _____ Approaches supervisory personnel with confidence
8. _____ Is appropriately friendly with supervisor
9. _____ Shows pride in group effort
10. _____ Shows interest in what others are doing
11. _____ Expresses likes and dislikes appropriately
12. _____ Initiates work-related activities on time
13. _____ Accepts work assignments with instructions from supervisor without arguing
14. _____ Improves performance when shown how
15. _____ Works at routine jobs without resistance
16. _____ Expresses willingness to try new assignments
17. _____ Carries out assigned tasks without prompting
18. _____ Asks for further instructions if task is not clear
19. _____ Accepts correction without becoming upset
20. _____ Discusses personal problems with supervisor only if work related
21. _____ Accepts assignment to group tasks
22. _____ Seeks out coworkers to be friends
23. _____ Responds when others initiate conversation
24. _____ Conforms to rules and regulations

25. _____ Maintains satisfactory personal hygiene habits
26. _____ Changes work methods when instructed to do so
27. _____ Pays attention to details while working
28. _____ Maintains productivity despite change in routine
29. _____ Recognizes own mistakes
30. _____ Asks for help when having difficulty with tasks
31. _____ Comfortable with supervisor
32. _____ Gets along with staff
33. _____ Works comfortably in group tasks
34. _____ Appears comfortable in social interactions
35. _____ Initiates conversations with others
36. _____ Displays good judgment in use of obscenities and vulgarities
37. _____ Arrives appropriately dressed for work
38. _____ Maintains improved work procedures after correction
39. _____ Maintains work pace even if distractions occur
40. _____ Performs satisfactorily in tasks that require variety and change
41. _____ Initiates action to correct own mistakes
42. _____ Performance remains stable in supervisor's presence
43. _____ Supportive of others in group tasks
44. _____ Joins social groups when they are available
45. _____ Listens while other person speaks, avoids interrupting
46. _____ Expresses pleasure in accomplishment
47. _____ Listens to instructions or corrections attentively
48. _____ Moves from job to job easily
49. _____ Needs less than average amount of supervision
50. _____ Offers assistance to coworkers when appropriate
51. _____ Is sought out frequently by coworkers
52. _____ Expresses positive feelings, such as praise, liking for others
53. _____ Displays good judgment in playing practical jokes or "horsing around"
54. _____ Transfers previously learned skills to new task
55. _____ Handles problems with only occasional help
56. _____ Assumes assigned role in group tasks
57. _____ Expresses negative feelings appropriately, such as anger, fear, sadness
58. _____ Controls temper

Source: "The Work Personality Profile," by R. T. Roessler and B. Bolton, 1986, *Vocational Evaluation and Work Adjustment Bulletin, 18*(1), pp. 8–11. Copyright 1986 by Vocational Evaluation and Work Adjustment Bulletin. Reprinted with permission.

Assessment	Page
G-4	184

Phrases and Questions Found on Employment Forms: Reads phrases and questions commonly found on employment forms

1. Full name
2. Middle initial
3. ZIP code
4. Area code
5. Date of birth
6. Place of birth
7. Mailing address
8. Today's date
9. Personal data
10. Telephone number
11. Marital status
12. Daytime phone number
13. Complete mailing address
14. Permanent mailing address
15. Social Security number
16. Type of work desired
17. Do you have a driver's license?
18. Mother's maiden name
19. Spouse's name
20. Number of dependents
21. General information
22. Military service
23. Educational record
24. Are you a high school graduate?
25. What institution(s) have you attended?
26. Employment record
27. Previous employer
28. Job description/duties
29. List qualifications.
30. Technical training
31. Volunteer work experience
32. Have you ever been convicted of a misdemeanor?
33. Have you ever been convicted of a felony?
34. Employee's Withholding Allowance Certificate (Form W-4)
35. Home address (number and street or rural route number)
36. List any handicaps or physical limitations.
37. Who is the person to be contacted in case of an emergency?
38. Race/ethnic description
39. Type or print your full name.
40. Email

Number of 40 items read: ___/40 ___/40 ___/40 ___/40 ___/40

Notes:

Assessment	Page

G-2 178

Basic Pre-Employment Vocabulary: Reads (R) and comprehends (C) basic pre-employment vocabulary related to job-seeking

R	C		R	C	
__	__	1. references	__	__	6. application
__	__	2. employer	__	__	7. human resources manager
__	__	3. personal data	__	__	8. trainee or apprentice
__	__	4. interview	__	__	9. equal opportunity employer
__	__	5. employee	__	__	10. union

Number of 10 terms read: ___/10 ___/10 ___/10 ___/10 ___/10
Number of 10 terms comprehended: ___/10 ___/10 ___/10 ___/10 ___/10

Notes:

G-3 181

Words Found on Employment Forms: Reads (R) and comprehends (C) words commonly found on employment forms

R	C		R	C		R	C		R	C	
__	__	1. name	__	__	13. job	__	__	25. health	__	__	37. citizenship
__	__	2. age	__	__	14. title	__	__	26. information	__	__	38. physical
__	__	3. address	__	__	15. position	__	__	27. education	__	__	39. medical
__	__	4. street	__	__	16. sign	__	__	28. experience	__	__	40. occupation
__	__	5. city	__	__	17. birth	__	__	29. signature	__	__	41. organization
__	__	6. state	__	__	18. company	__	__	30. employee	__	__	42. references
__	__	7. ZIP	__	__	19. male	__	__	31. employer	__	__	43. residence
__	__	8. phone	__	__	20. female	__	__	32. supervisor	__	__	44. apprentice
__	__	9. date	__	__	21. married	__	__	33. wage	__	__	45. arrested
__	__	10. year	__	__	22. single	__	__	34. salary	__	__	46. deductions
__	__	11. print	__	__	23. height	__	__	35. graduate	__	__	47. disability
__	__	12. blank	__	__	24. weight	__	__	36. application	__	__	48. interview

Number of 48 words read: ___/48 ___/48 ___/48 ___/48 ___/48
Number of 48 words comprehended: ___/48 ___/48 ___/48 ___/48 ___/48

Notes:

Picture Interest Career Survey

PICS

A visual way to identify your career interests and start career exploration and planning

Robert P. Brady, Ed.D.

Name _____

Date _____

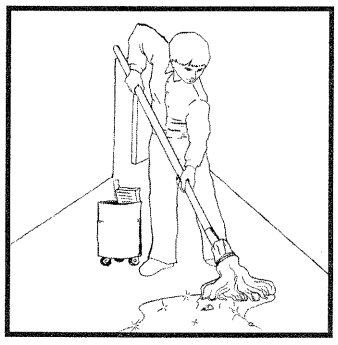
Age _____ Gender _____

Second Edition

The *Picture Interest Career Survey (PICS)* is a quick, visual way for you to identify your occupational interest areas. You can then use your *PICS* results to explore careers that match those interests.

DIRECTIONS: Each of the 36 items consists of three pictures. Each picture shows an individual working. Decide which of the three pictures in each item is most interesting to you and circle that picture. Then go on to the next item. There are no right or wrong answers. Choose only one picture in each item to circle. Complete all 36 items.

SAMPLE ITEM: In the sample item below are three pictures of individuals working. Picture A is a person cleaning a floor, picture B is a person arranging flowers, and picture C is a person delivering mail. If picture B interests you the most out of the three pictures, then circle it.



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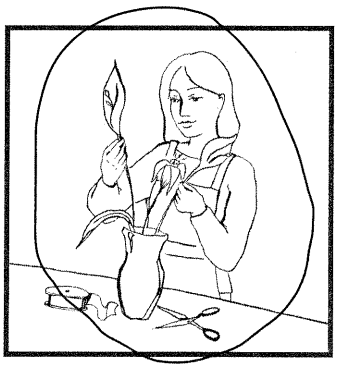
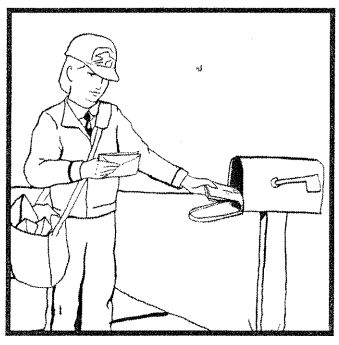


B



C

To get started, simply turn the page and begin with item 1.

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JIST Works
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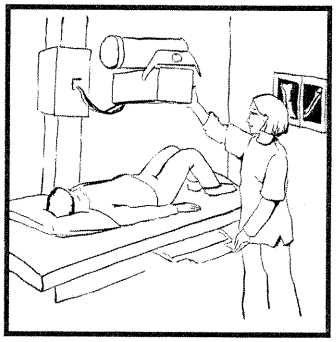
	R	I	A	S	E	C
1		C	B	A		
2	B				C	A
3		B	A			C
4	A			C	B	

1



A

B

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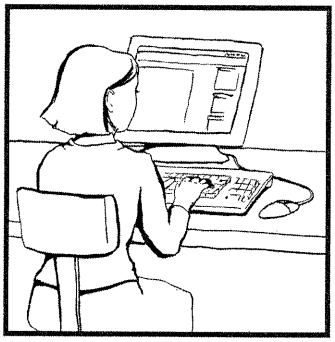

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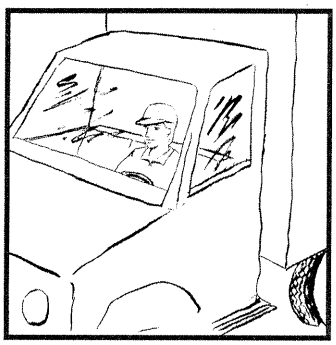

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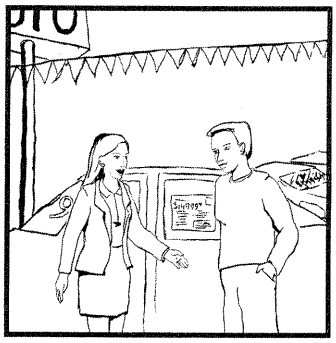
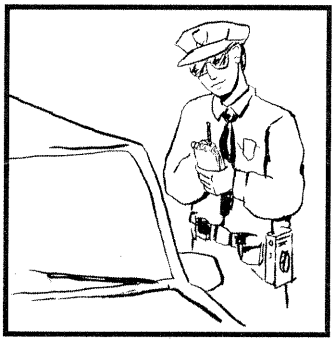


C

3

A



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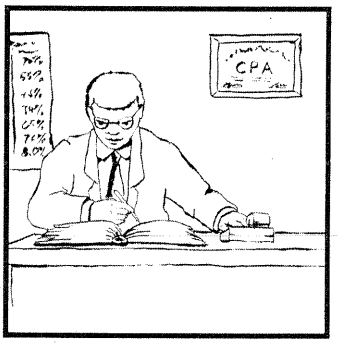

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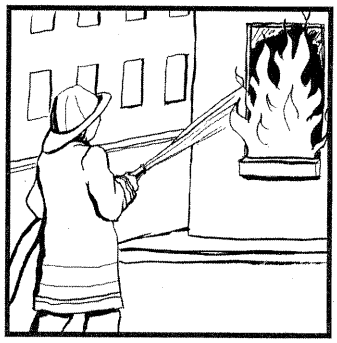

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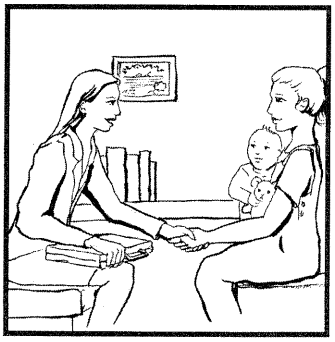
B



C

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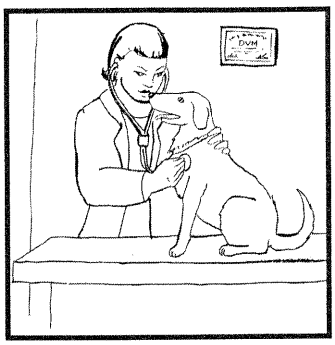
	R	I	A	S	E	C
5	C	A				B
6			C	B	A	
7			A		C	B
8	C	B		A		

5



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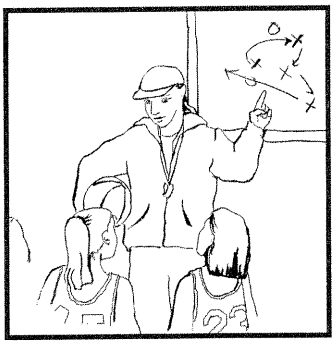

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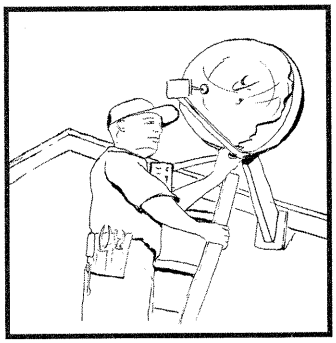

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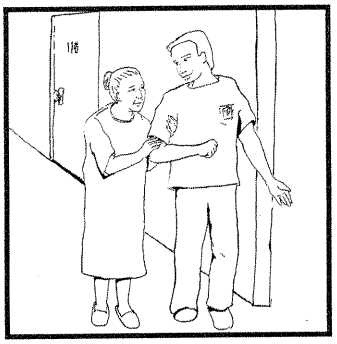

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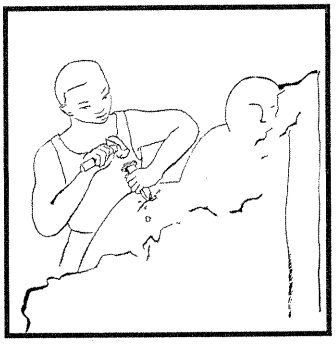

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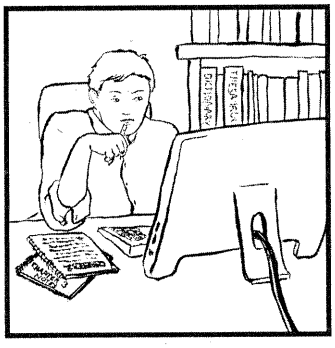

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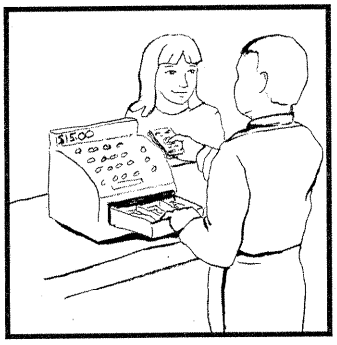

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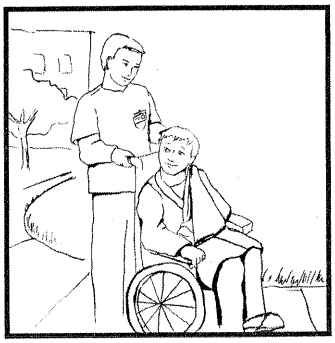

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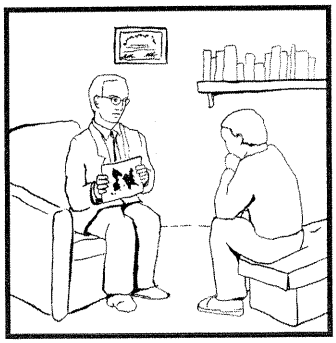

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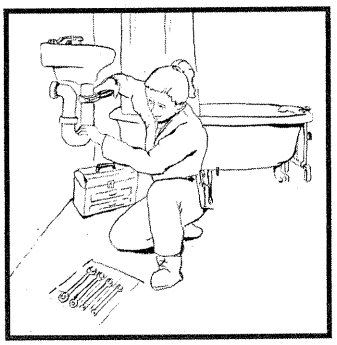

C

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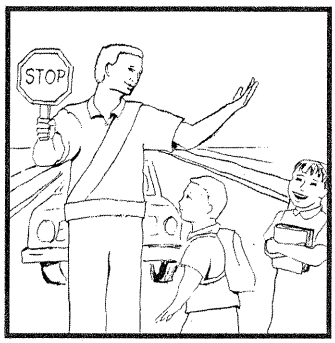
R	I	A	S	E	C
C		B	A		
	A			C	B
		B	A		C
B	A			C	

9



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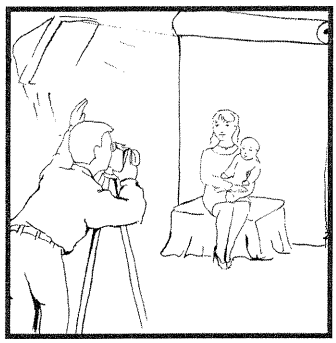

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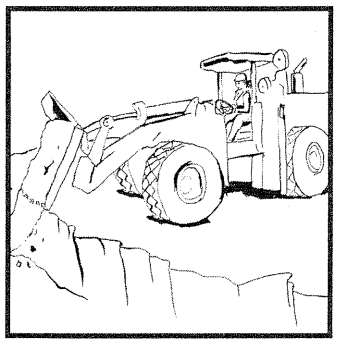

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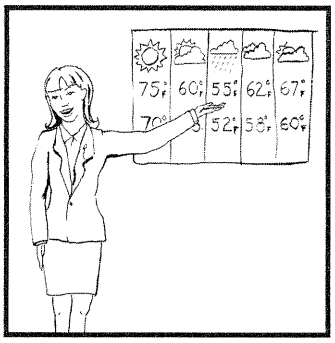

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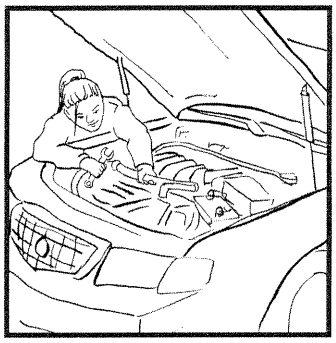

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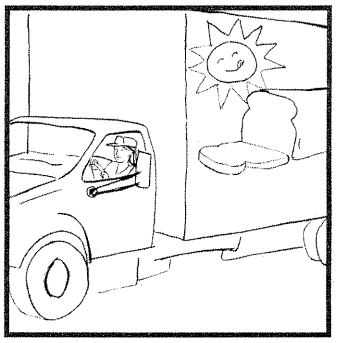

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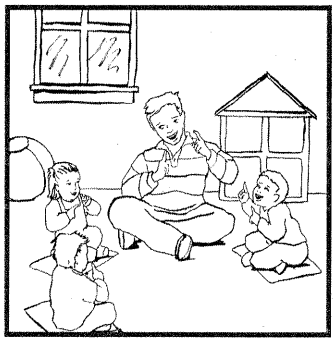

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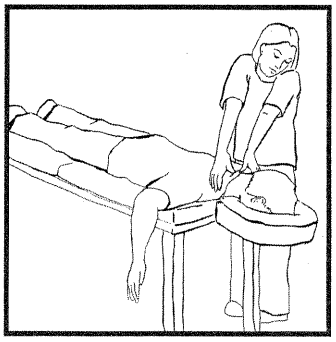

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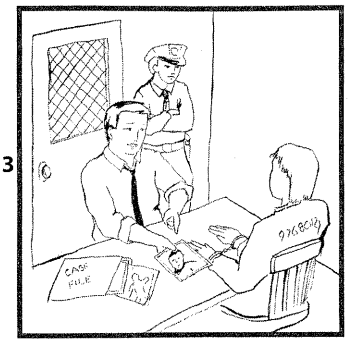

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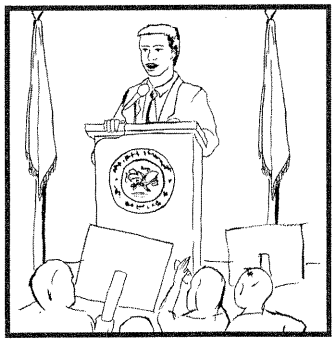


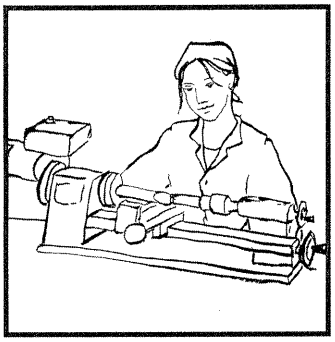
B

C

14

A

B



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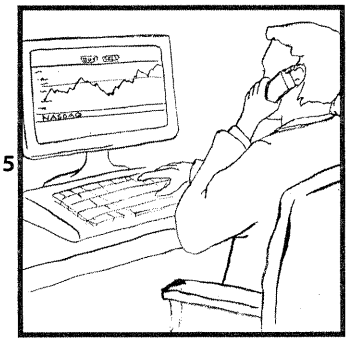

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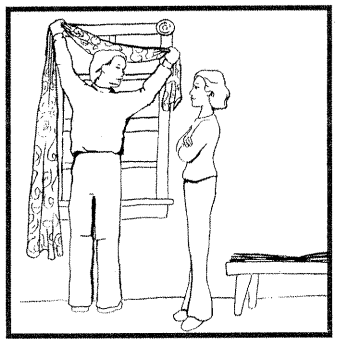

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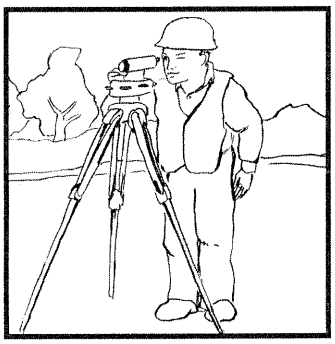

C

16

A

B

C

R	I	A	S	E	C
	A	C	B		
C				A	B
	C	B			A
B			A	C	

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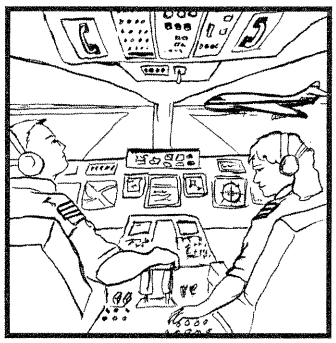
	R	I	A	S	E	C
17	A	B				C
18			A	C	B	
19			B		A	C
20	A	C		B		

17



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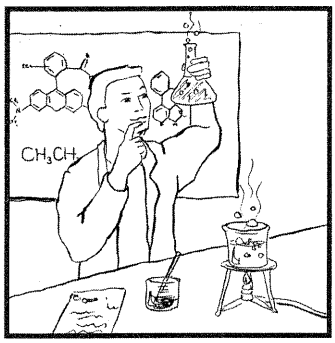

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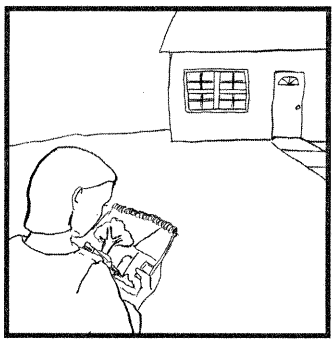

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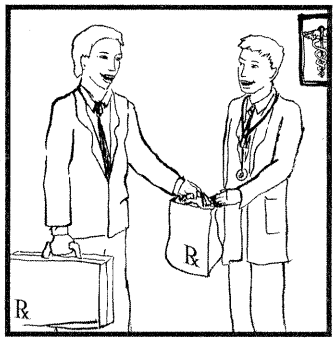
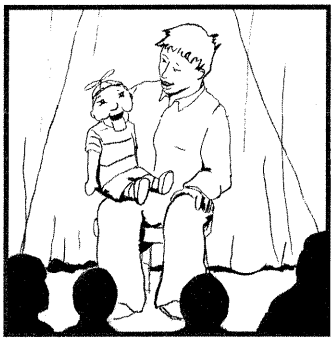
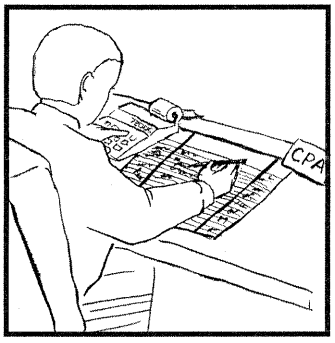


A

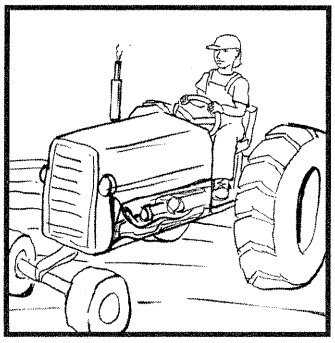


B

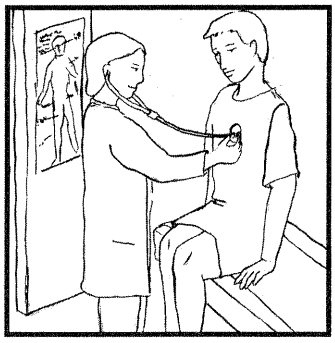


C

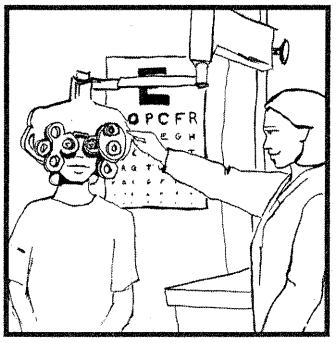
20



A



B



C

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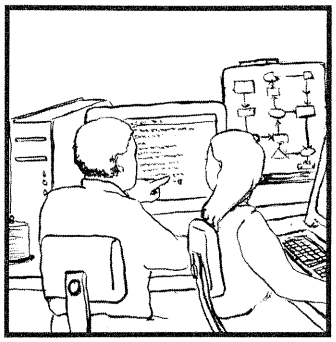
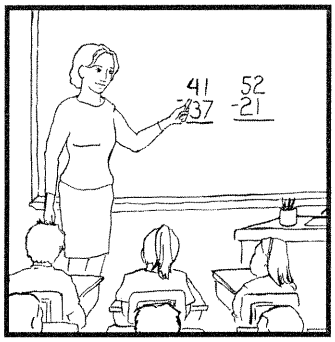
	R	I	A	S	E	C
21	A		C	B		
22		B			A	C
23			C	B		A
24	C	B			A	

21



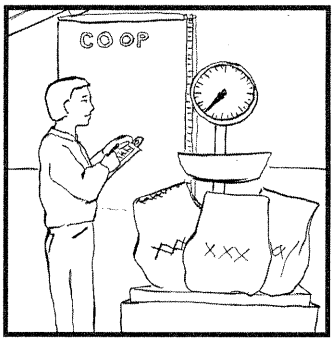
A



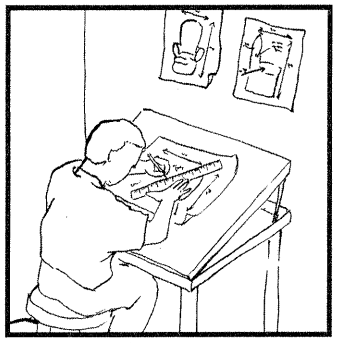
B

C

22



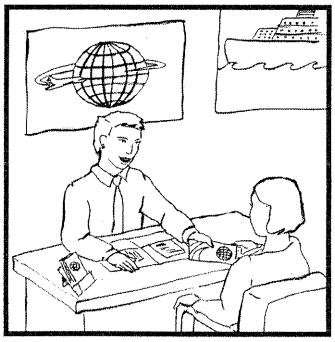
A



B

C

23



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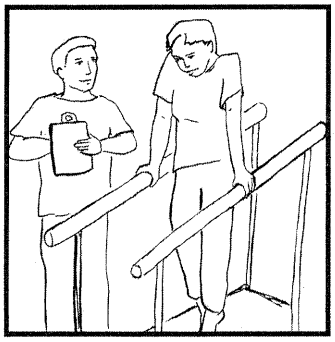
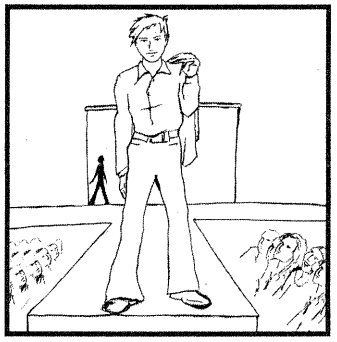
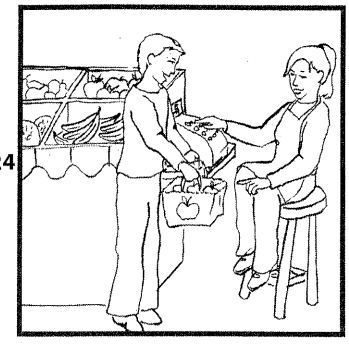


B

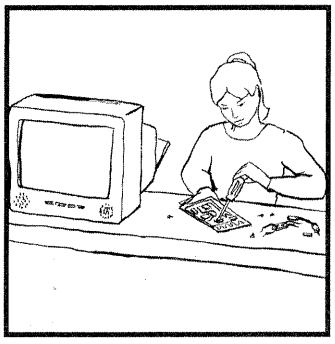


C

24



A



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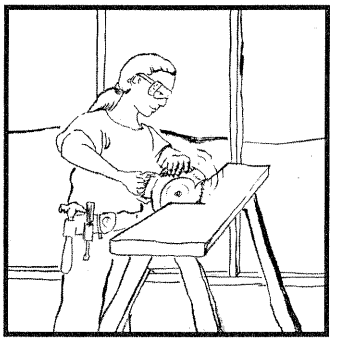

C

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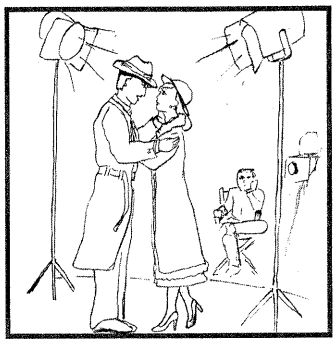
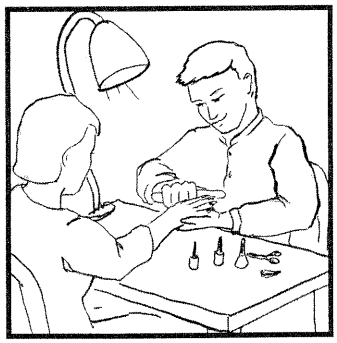
25



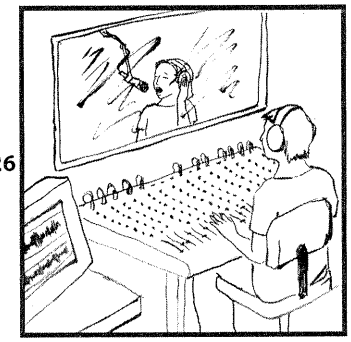
A

B



C

26

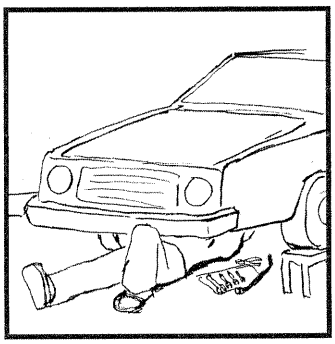


A

B

C

27

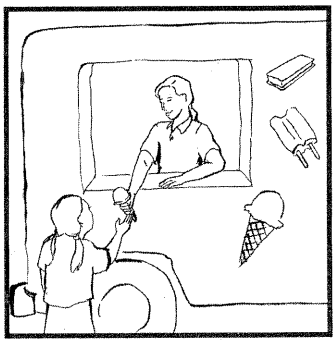


A

B

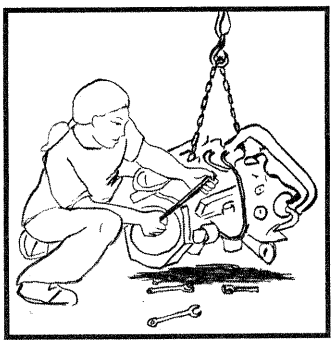
C

28



A

B



C

R	I	A	S	E	C
	B	A	C		
A				B	C
	A	C			B
C			B	A	

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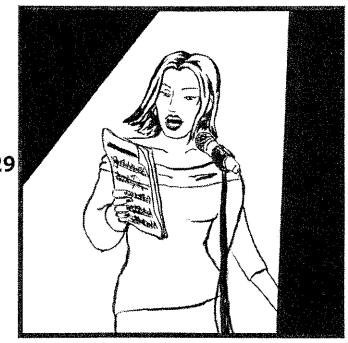
29

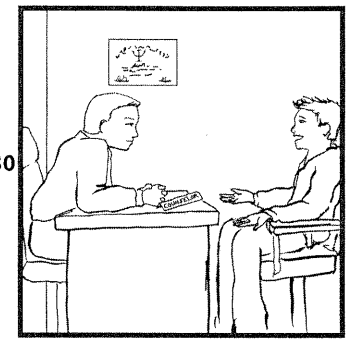


A

B

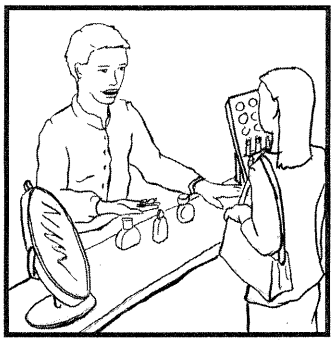
C

30



A

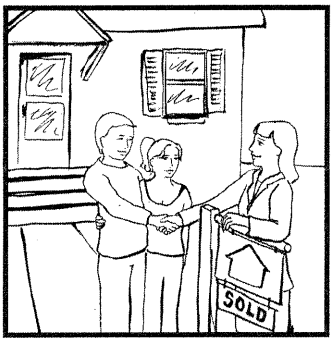
B



C

31

A



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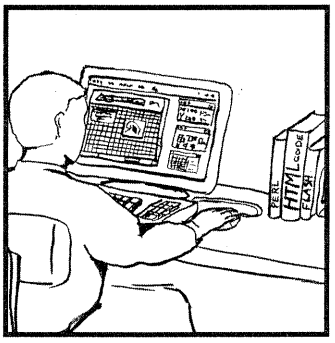

C

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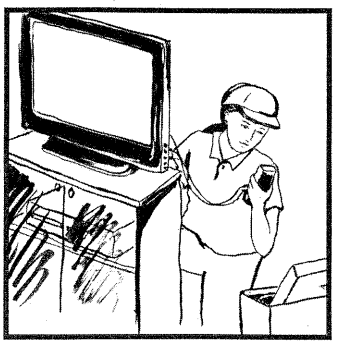
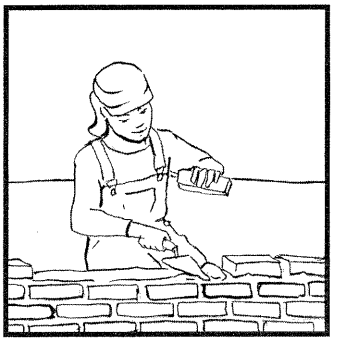


A



B

C

R	I	A	S	E	C
B	C				A
		B	A	C	
		C		B	A
B	A		C		

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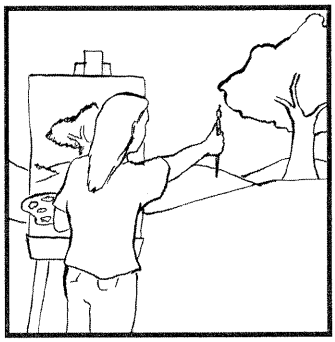
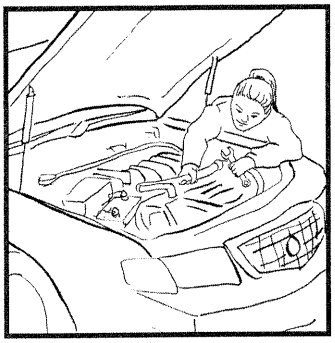
	R	I	A	S	E	C
33	B		A	C		
34		C			B	A
35			A	C		B
36	A	C			B	

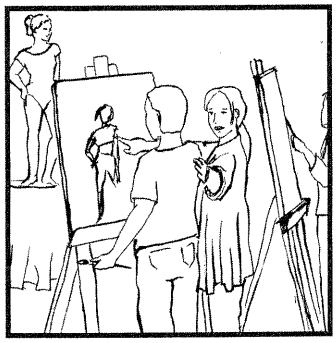
33



A

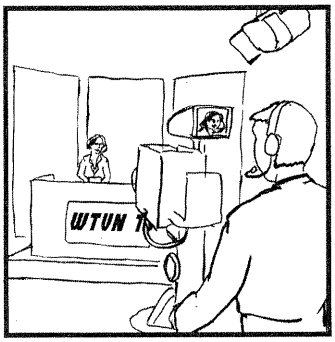


B

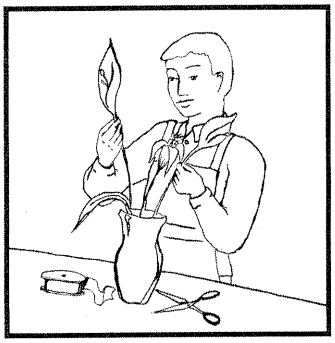


C

34



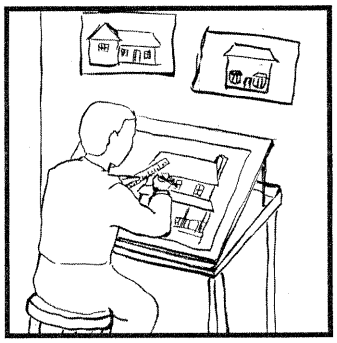
A



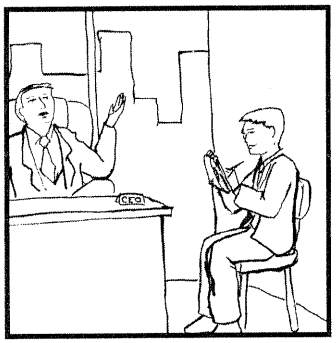
B

C

35



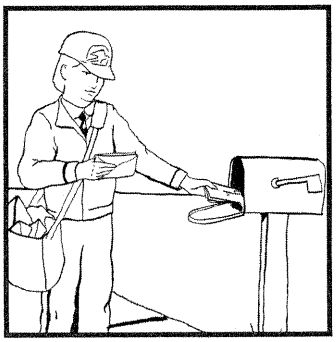
A



B

C

36



A

B

C

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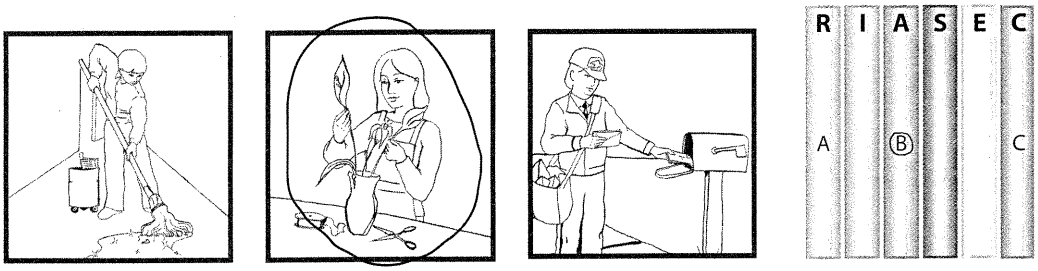
Scoring

Step 1: Look at the example below. Notice A, B, and C in the columns to the right of the pictures. See how the letter that corresponds to the chosen picture is circled.



A B C

Now for each of the 36 items, circle the letter in the column that corresponds to the letter of the picture you chose.

Step 2: Each column is labeled **R, I, A, S, E,** or **C.** These labels represent career interest areas. Count the number of circled letters in the **R** column on each page and total them. Record that score in the **Totals** row of the profile below for the **R-Realistic** interest area. Then place an X in the box corresponding to your total for that column. See the example to the right for how this is done.

Now do the same for the five remaining columns—**I, A, S, E,** and **C**—counting the number of *circled* letters in that column on every page and then recording the totals and marking the boxes in the profile below.

Finally, draw a line connecting the Xs below to complete your *Occupational PICS Profile.*

Example: If you circled a total of 15 letters in the **R** columns, record that score and then place an **X** in the Profile as shown.

	R Realistic	I Investigative
Totals	15	
18		
17		
16		
15	X	
14		
13		

Occupational PICS Profile

	R Realistic	I Investigative	A Artistic	S Social	E Enterprising	C Conventional
Totals						
18						
17						
16						
15						
14						
13						
12						
11						
10						
9						
8						
7						
6						
5						
4						
3						
2						
1						

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Step 3: Determine your *Occupational PICS Code* by placing the first letter of your highest scored interest on the first line below, the next highest on the second line, and so on. Your code will be the three highest scored interest areas. In the event of ties, draw a circle around the tied code letters to unite them.

Occupational PICS Code _____ _____ _____ _____ _____ _____

Interpreting Your *Occupational PICS Code*

Your *Occupational PICS Code* suggests which interest areas might best fit your personality, preferred work activities, and ideal work environment. Below are descriptions of the six occupational interest areas.

Even if you score very high in one category, other areas may interest you. Be sure to research careers that match all of your interests. If you have scoring ties, consider those alternative *Occupational PICS Codes* as well. Your counselor, test administrator, or teacher may need to help you interpret your code.

R—REALISTIC

Individuals interested in this area usually like to work with things, use tools and machines, and prefer physical and mechanical work. They are often described as persistent and practical. They are most comfortable in a structured and stable work environment. Workers with high realistic interest are typically found in construction and skilled trades, production and manufacturing, applied technologies, agriculture, transportation and logistics, textiles, hospitality and recreation, food service, and natural resources.

S—SOCIAL

Individuals interested in this area usually like to work with people and prefer helping, teaching, and healing work. Social individuals are often described as supportive, understanding, patient, and generous. They favor jobs that require listening, comforting, and advising. Workers with high social interest are often found in education, health and human services, recreation and fitness, safety and service, and religious vocations.

I—INVESTIGATIVE

Individuals interested in this area usually like to work with ideas and data and prefer problem solving, scientific, and technical work. They are often described as curious, intellectual, and independent. They favor jobs that require abstract thinking, research, and analysis. Workers with high investigative interest are often found in the life and physical sciences, health and behavioral sciences, applied technologies, academics, research and development, and mathematics and engineering.

E—ENTERPRISING

Individuals interested in this area usually like to work with people and prefer leading and persuading. Enterprising individuals are often described as confident, ambitious, and energetic. They generally favor jobs that involve selling and achieving set goals. Workers with high enterprising interest are often found in business and administration, marketing, finance and insurance, retail and wholesale sales, and law.

A—ARTISTIC

Individuals interested in this area usually like to work with people, ideas, and things and prefer creative and self-expressive work. Artistic individuals are often described as imaginative, open, and original. They favor flexible and less predictable work environments. Workers with high artistic interest are often found in design, applied arts, architecture, culinary arts, performing arts, fine arts, education, communication and media, and fashion.

C—CONVENTIONAL

Individuals interested in this area usually like to work with data, things, and people and prefer clerical and computational work. Conventional individuals are often described as organized, efficient, and careful. They generally favor jobs that involve working with numbers, machines, and computers to meet required goals. Workers with high conventional interest are often found in accounting, banking, financial analysis, office work, and the computer applications sector.

For free *PICS* career exploration resources, including a *PICS Career Locator* and a *PICS Career Planning Worksheet,* please visit www.jist.com.

17 16 15 14 13 12 11 9 8 7 6 5 4 3 2 1

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