



Hampton Township School District

Inventory Tool

Independent Living Skills Inventory Assessment Instructions

In order to accurately complete the IL assessment, please involve the student, parent and teacher, and any other persons knowledgeable about the skills of the youth.

Scoring should be based on the lowest level of completion.

The level of attainment for each youth completing this assessment is the lowest level where they satisfactorily complete the required number of questions. Youth may be highly competent in some areas, but have limited basic knowledge in others. Having basic knowledge in each area is important for long term success, and plan development should be focused on filling gaps in the youth knowledge.

Time frames for completion

All youth should be assessed in grades 7-12. Each year the receiving teacher should compare the progress from the previous year's results.

Cover Sheet

Name of Youth:

Person ID:

DOB:

Person(s) Involved in Life Skills Assessment and Dates of Assessment

*S= student, P= parent, T= teacher

Date:

	Category	Date Skill Attained			
		BASIC	INT	ADV	EXCEL
A	Money Management/Consumer Awareness				
B	Food Management				
C	Personal Appearance and Hygiene				
D	Health				
E	Housekeeping				
F	Housing				
G	Transportation				
H	Educational Planning				
I	Job Seeking Skills				
J	Job Maintenance Skills				
K	Emergency and Safety Skills				
L	Knowledge of Community Resources				
M	Interpersonal Skills				
N	Legal Skills				

Category A: Money Management and Consumer Awareness		S= Student, P= Parent, T= Teacher
Basic – Must know 3 of 5 to advance to the next level of achievement:		
S	P	T
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intermediate – Must know 4 of 6 advance to the next level of accomplishment:		
S	P	T
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced – Must know 4 of 6 advance to the next level of accomplishment:		
S	P	T
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceptional – Must know at least 3 to be rated as exceptional:		
S	P	T
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category B: Food Management		
Basic – Must know at least 3 of 4:		
S	P	T
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intermediate – Must be able to do 5 of 8:		
S	P	T
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category B: Food Management (continued)			
Advanced – Must know 5 out of 7:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stores perishable items under refrigeration.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recognizes signs of spoilage in food.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can follow the instructions for preparing canned or frozen food.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can plan weekly menu of nutritious meals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can shop for a week's menu and stay within a food budget.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can set the table.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can carry out a grocery-shopping trip (selecting items on the shopping list and paying the cashier).
Exceptional – Must know at least 3:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prepares recipes from a cookbook.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can adjust recipes to feed more or less people than called for in the recipes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understands how to use dates on food packages to prevent spoilage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prepares and eats a balanced diet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understands and can use unit pricing to comparison shop.
Category C: Personal Appearance and Hygiene			
Basic – Must be able to do 4 of 4:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can dress self (including underwear, socks, and tied shoes) in a reasonably acceptable fashion.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can bathe self.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows how to use soap, shampoo, deodorant, shaving cream, other common personal products appropriate to sex.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brushes teeth regularly.
Intermediate – Must be able to do 3 of 3:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Showers or bathes regularly.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Keeps hair clean and neat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dresses in reasonably clean clothing.
Advanced – Must be able to do 4 of 6:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can read clothing labels and determine which clothes are to be dry cleaned, hand washed, and machine-washed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can sort and machine-wash clothes at a Laundromat using appropriate temperatures, amounts of soap, bleach etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can dry clothes in a dryer using appropriate settings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows the cost of and can budget money for special hair and nail care (i.e., permanents, braiding, manicures, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can iron clothes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can sew on buttons and make minor clothing repairs.
Exceptional – Must know at least 2:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can hand wash items following the instructions on the label.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows appropriate clothing to wear for almost all occasions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows approximate cost of dry cleaning and can arrange for dry cleaning.
Category D: Health			
Basic – Must know 5 of 6:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can open childproof container.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows not to take someone else's medication.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows that drugs, alcohol, and tobacco may be harmful to your health.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows parts of the body and sexual functioning.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows how and where to get emergency health care.
Intermediate – Must know 3 of 4:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can recognize and describe symptoms of colds, flu, and other common health problems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows what to do for a minor cut, a minor burn, a splinter.

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Understands the risks of drug and alcohol abuse.
Category C: Personal Appearance and Hygiene (continued)
Advanced – Must know 9 of 13:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can take own temperature using an oral thermometer. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can nurse self through cold or flu. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Recognizes/makes correct use of “over the counter” drugs for pain, stomach upset, diarrhea, fever, cold/allergy. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can call a doctor or dentist and schedule an appointment. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can read a prescription label correctly and follow the instructions. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can take medication without supervision. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to dispose of drugs in a safe manner. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to use what is included in a First Aid Kit. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to obtain a copy of personal immunization records and medical history. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has selected a doctor, dentist or clinic for regular health care. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Understands the importance of medical insurance.
Exceptional – Must know at least 2:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Is conscious of diet, exercise, good eating habits, and other preventative health measures. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can determine when to go to an emergency room and when to make an appointment with the family doctor or clinic. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has obtained medical insurance.
Category E: Housekeeping
Basic – Must know 3 of 4:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can wash dishes adequately using soap and hot water. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can change a light bulb. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can make a bed. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to dispose of garbage.
Intermediate – Must know 3 of 5;
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can use a vacuum cleaner properly and change the bag. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can change bed linen. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to prevent sinks and toilets from clogging. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to sweep floor and stairs, wash wood and linoleum floors, wash windows, dust, polish furniture, clean toilet, clean bath tub and sink. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows appropriate cleaning products to use for different cleaning jobs.
Advanced – Must know 5 of 7:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to stop a toilet from running. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to use a plunger to unstop a toilet or sink. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can defrost the refrigerator, if necessary. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can clean a stove. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to conserve energy and water. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Perform routine house-cleaning to maintain the home in a reasonably clean state. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Uses drawers and closets appropriately for storage.
Exceptional – Must know at least 3:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows what repairs a landlord should perform. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can do minor household repairs. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Is able to contact the landlord and request repairs. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can change a fuse or reset a circuit breaker. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can measure a window for shades or curtains. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to get rid of and avoid roaches, ants, mice, etc.

Category F: Housing
Basic – Must know 2 of 2:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Understands the concept of renting. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to access emergency shelter.
Intermediate – Must know 3 of 4:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can read want ads for vacancies. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Understands basic terms (lease, sub-let, utilities, studio, efficiency, security deposit, references, etc.). <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can calculate the costs associated with different types of housing. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can describe pros and cons of choosing a roommate.
Advanced – Must know 6 of 9:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can identify type of housing that is within budget and meets current housing needs. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can calculate “start up” costs (Utility deposits, connection fees, security deposit, first month’s rent, purchase of furniture and all other household items). <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can complete a rental application. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can ask the landlord about the available apartments to determine if it meets their needs. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows to inspect the apartment to make sure appliances work and that the landlord has supplied accurate information about the apartment and the neighborhood. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Shows some concern for the rights of other residents with regard to property and noise. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Understands the consequences if the rights of other residents are not respected. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Understands the implication of the security deposit. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows the role of the landlord.
Exceptional – Must know at least 2:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Demonstrates the ability to get along with other residents and the landlord. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to get help if there is a conflict with the landlord. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can access emergency assistance for utilities.
Category G: Transportation
Basic – Must know 3 of 6:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can ride a bicycle safely. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Understands and uses seat belts. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Familiar with any form of public transportation available. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows the nearest public bus stop to your home. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows the amount of money required for bus fare. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows the nearest town with bus service.
Intermediate – Must know 3 of 6:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Aware of consequences of driving without a license and insurance. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has successfully completed a Driver’s Education class. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to call a taxi and provide information needed. Knows the approximate cost of taking a taxi. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> If given instructions, can make public transportation journey involving several transfers. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows requirements for foster parent reimbursement for providing transportation. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can give directions.
Advanced – Must know 4 of 5:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can arrange routine transportation to work or school. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows what is required to get a driver’s license. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has driver’s permit. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can fix a bicycle. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can read a map.

Category G: Transportation (continued)
Exceptional – Must know 2 of 3:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to do basic car maintenance. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can estimate cost of owning and operating a car for a month/year including tabs and insurance. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has a driver's license.
Category H: Educational Planning
Basic – Must know 2 of 2:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has a realistic view of his/her chances for completing high school. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> If high school graduation is not realistic, understands what a GED is and how to obtain one.
Intermediate – Must know 3 of 4:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can fill out forms to enroll in an educational program. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has a general idea of what education is needed for the job he/she wants. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can discuss educational/vocational plans with teachers/counselor. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Is aware of educational resources available in the community.
Advanced – Must know 4 of 6:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to obtain school transcripts. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Is aware of current educational credits and standing. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has an appropriate educational plan for the job selected. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Understands educational/skill requirements for job selected. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Is aware of the cost of higher education/vocational training. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows the difference between a loan and a grant.
Exceptional – Must know at least 3:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> "Shops around" to find the best educational resources. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows where to find and how to access adult education or vocational training in the community. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to obtain financial aid/scholarships for additional education. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Understands future prospects and probable living standards relative to levels of education and specialized skills. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Is able to identify the connection between course work and vocational goals.
Category I: Job Seeking Skills
Basic – Must know 2 of 2:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has reasonable idea of the types of jobs available to him/her. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows what the minimum wage is.
Intermediate – Must know 4 of 5:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can fill out a standard job application form. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can read the want ads and find appropriate leads. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can complete a mock interview giving appropriate answers to potential questions. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can make appointment for a job interview. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows appropriate clothing to wear for the interview.
Advanced – Must know 6 of 8:
S P T <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can write a resume. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has a completed job application/fact sheet to take on a job interview. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows to prepare for a job interview. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can complete a job interview. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows the function of and can contact the public employment agency. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Know the function of and understands that private employment agencies charge fees. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can identify ads place by private employment agencies. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can contact temporary employment services.

Category I: Job Seeking Skills (continued)
Exceptional – Must know at least 2:
<div>S P T</div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has a resume. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can follow up an interview with a letter. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Is able to maturely weigh the advantages of one job over another. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Understands legal discrimination and where to seek help if discriminated against illegally. </div>
Category J: Job Maintenance Skills
Basic – Must know 3 of 4:
<div>S P T</div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Dresses for work appropriately. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Reports to work on time. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows job responsibilities and how to complete job tasks. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows to contact employer when not able to go to work. </div>
Intermediate – Must know 3 of 4:
<div>S P T</div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Know how to read a pay stub. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows appropriate way to talk to supervisor. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows what behaviors will get a person fired immediately. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to ask for help with a problem on the job. </div>
Advanced – Must know 4 of 5:
<div>S P T</div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows if eligible for sick time, vacation time, or personal time. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows what a grievance procedure is. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows what to do to get a raise. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows where and when not to talk with co-workers. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has a plan for handling anger when angry at supervisor, co-workers, or customers. </div>
Exceptional – Must know at least 3:
<div>S P T</div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can implement anger management plan in majority of cases. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to use company grievance procedure to resolve disagreements. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows companies “unwritten policies” and can function within them. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to ask for a raise. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows what to do to be eligible for promotion. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows legal rights as an employee. </div>
Category K: Emergency and Safety Skills
Basic – Must know 4 of 5:
<div>S P T</div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows functions of police, ambulance and fire department. Can reach each by calling the appropriate number. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Is trained to evacuate the residence in case of fire. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows proper way of disposing of smoking materials, if smokes. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to lock and unlock doors and windows. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to check smoke alarm and how to replace battery. </div>
Intermediate – Must know 3 of 5:
<div>S P T</div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Understands basic fire prevention (No smoking in bed, using gas stove to heat, excessive use of extension cords, frayed electrical cords, etc.) </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows how to use a fire extinguisher. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows that improperly used appliances can cause fires. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Can recognize the smell of gas leak. </div> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Knows what to do, and whom to call if she/he smells a gas leak. </div>

Category K: Emergency and Safety Skills (continued)			
Advanced – Must know 2 of 3:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows the different methods for putting out different kinds of fires.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows how to properly store cleaning materials.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can usually determine when professional medical help is needed.
Exceptional – Must know 2 of 2:			
*Youth may have their cards, but completion of the other areas is important. The rating should be based on the Lowest area where they have completed the skills.			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has completed First Aid training.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has completed CPR training.
Category L: Knowledge of Community Resources			
Basic – Must know 4 of 5:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows how to get emergency information by telephone.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows whom to contact if injured or sick.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows where nearest supermarket or shopping district is located.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows how to access emergency food and shelter.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows how to access crisis line.
Intermediate – Must know 3 of 5:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows where nearest Laundromat is located.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows where personal bank is located.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can use the white pages or Internet to obtain contact information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows location of nearest post office and how to use it.
Advanced – Must know 3 of 5:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows whom to contact if utilities are disconnected, or heat goes out.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows where and how to register for selective service.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows where the nearest state employment office is located.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can obtain a copy of birth certificate and a duplicate social security card.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has awareness of “specialized” resources: mental health counseling, consumer counseling, student aid office, tenant groups, animal control, public recreation, etc.
Exceptional – Must know at least 2:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows who elected representatives are and how to contact them.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has obtained a library card.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows what the Better Business Bureau does and how to contact the Bureau.
Category M: Interpersonal Skills			
Basic – Must know 5 of 5:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can respond to introductions and answer simple questions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can identify one friend.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Look others in the eye and shake hands if other person offers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can make “small talk” (face to face).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicates with at least one person weekly.
Intermediate – Must know 4 of 6:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can make introductions, including approaching others to introduce self.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is aware of boundary issues.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is not harmful to others.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can ask for help.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can explain feelings.

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Can identify relationships that may be hurtful or dangerous.
Category M: Interpersonal Skills (continued)	
Advanced – Must know 8 of 13:	
S P T	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Can identify personal strengths and needs (with assistance if necessary).
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Accepts invitations from others to be involved in social activities.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Make arrangements with peers for social activities.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Knows where to get help if unable to resolve interpersonal conflicts alone.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Has some ability to resolve conflicts with others.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Refrains from physical violence as a means of solving interpersonal conflict.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Has practiced how to say “no” to a peer who is trying to persuade him/her to do something wrong.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Can develop a realistic plan with appropriate steps identified to achieve goals.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Can carry out plans with some assistance provided.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Can describe the “best possible” outcome if the goal is achieved and the “worst possible” outcome if the goal is not achieved.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Can describe the relationship between actions and consequences.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Has “good” table manners (can use a knife, fork, spoons, and napkin appropriately).
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Avoids hurtful or dangerous relationships.
Exceptional – Must know at least 3:	
S P T	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Labels and expresses anger or other strong feelings appropriately, “talks out” problems.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Has demonstrated the ability to say “no” to peers.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Can develop and carry out a personal plan for goal achievement without supervision.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Can anticipate, with limited input from others, what consequences might be associated with different choices.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Knows when and how to send written thank-you notes.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Can close a relationship or say “good bye” in a healthy manner.
Category N: Legal Issues	
Basic – Must know 2 of 2:	
S P T	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Has the phone number of someone to call if arrested or victimized.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Understands generally what actions are against the law and what the consequences are.
Intermediate – Must know 4 of 7:	
S P T	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Knows personal rights if arrested.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Knows what the function of a lawyer is.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Knows the legal age for buying alcohol and tobacco products.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Understands the meaning of “legal age” in legal terms (what you can do, what you cannot do).
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Knows how to read a contract.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Has understanding of dependency process.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Knows how and where to register to vote.
Advanced – Must know 3 of 4:	
S P T	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Knows the responsibility to register for selective service, if male.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Aware of availability of free legal services.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Understands the consequences of signing a contract or a lease.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Knows the legal penalty for all of the following:
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Buying, possessing, selling, and smoking marijuana and other drugs.
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Buying and drinking beer and alcohol underage.
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Trespassing
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Shoplifting
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Burglary
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Possession of stolen property
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Traffic violations

Category N: Legal Issues (continued)			
Exceptional – Must know at least 2:			
S	P	T	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show good citizenship and an understanding of the rights and responsibility of a citizen.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is registered to vote.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows where to go to vote.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knows the difference between “felony”, “misdemeanor”, and “violation”.