



# WORKPLACE READINESS REPORT.

These Pre-ETS services are provided under a grant from the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR grant number #90RTEM0002). No vendor services charges will be applied.

## DIRECTIONS

Complete sections of this form at the end of each lesson. It is recommended that by the end of lesson 6 and lesson 9, the form should be fully completed.

**Student Name:**

**DARS Counselor:**

**Instructor Name:**

**Education Case Manager:**

## I. SITE INFORMATION

**School District:**

**Setting:**

## II. JOB EXPLORATION ACTIVITIES

Lesson	Objectives/Activities	Dates of Training	Pre-Test Results	Post-Test Results
Lesson 4	Define workplace readiness skills. Identify why these skills are important. Identify ways to improve workplace readiness skills.		/5	/5
Lesson 5	Identify the importance of problem-solving skills. Practice using four steps of problem-solving. Identify when and how to ask for help.		/5	/5
Lesson 6	Identify behaviors that define work ethic. Identify why work habits are important. Practice habits that reflect a positive work ethic.		/5	/5
Lesson 7	Define what makes listening and speaking effective. Recognize and practice strategies for listening and speaking in the workplace. Recognize the importance of good communication skills.		/5	/5
Lesson 8	Define teamwork. Identify strategies on how to be a team player. Recognize why teamwork is important.		/5	/5
Lesson 9	Define professionalism. Identify workplace readiness skills that demonstrate professionalism. Recognize how professionalism is practiced in the workplace.		/5	/5
<b>TOTAL</b>			<b>/30</b>	<b>/30</b>

### **III. SUMMARY, OUTCOMES, & RECOMMENDATIONS**

The intent of this section is to provide family members, VR counselors, and educators information they can use to further the student's career awareness and planning. Provide a summary highlighting areas such as participation, attendance, expression of interests, any instructional techniques or accommodations that were helpful, and potential next steps.

The outcome has been shared with the student, family member, case manager, and VR Counselor.

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VCU Research Study Staff Signature

Date