

**SECRETARY'S COMMISSION ON ACHIEVEMENT OF NECESSARY SKILLS (SCANS)**

**PRE-ASSESSMENT- FORM N**

The U.S. Department of Labor talked with hundreds of employers, workers and supervisors to identify skills people need in today's workplace. This Pre-assessment will assist staff and student in setting goals for attainment of skills that will lead to success in their chosen career.

Date \_\_\_\_\_

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

Student School/ Grade \_\_\_\_\_

Birthdate \_\_\_\_\_

Case Manager \_\_\_\_\_

WorkAbility Staff \_\_\_\_\_

Student's preference for employment after exiting school \_\_\_\_\_

Work with the student in rating him/herself on the following skills areas. Use this scale:

**1=** I need to learn this      **2=** I need more practice / experience      **3=** I can do OK, but need supervision      **4=** I do this very well

**I. BASIC/THINKING SKILLS:**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Is this skill important for the above employment outcome?</b>
1. <b>Reading:</b> Do you understand what you read? Can you follow written instructions? Can you read and follow schedules, like a bus schedule?	( )	( )	( )	( )	
2. <b>Writing:</b> Can you complete phone messages accurately? Is your spelling and grammar usually correct? Can you write down instructions, directions, or appointments accurately? Can other people read what you write?	( )	( )	( )	( )	
3. <b>Arithmetic and math:</b> Do you understand and use adding, subtracting, multiplying, dividing, percentages, and fractions? Can you make change?	( )	( )	( )	( )	
4. <b>Speaking:</b> Do you make yourself understood without being asked to repeat things? Do you speak loudly enough for people to hear you easily?	( )	( )	( )	( )	
5. <b>Listening:</b> Do you understand what others are talking about? Can you listen to people without interrupting? Do you remember what people tell you?	( )	( )	( )	( )	
6. <b>Creative reasoning, decision-making and problem solving:</b> Do you know how to identify problems? Can you come up with solutions that work? Can you share your ideas appropriately with others?	( )	( )	( )	( )	

## II. PERSONAL QUALITIES:

	1	2	3	4	Is this skill important for the above employment outcome?
1. <b>Responsibility:</b> Are you dependable? Do you follow through and finish work or activities?	( )	( )	( )	( )	
2. <b>Self-awareness:</b> Are you aware of your limitations? Can you ask for accommodations that you may need without feeling embarrassed?	( )	( )	( )	( )	
3. <b>Self-management:</b> Do you get to places on time? Are you organized? Do you have a way to keep track of your appointments and assignments?	( )	( )	( )	( )	
4. <b>Social:</b> Do you get along well with others? Do you enjoy being around other people?	( )	( )	( )	( )	
5. <b>Integrity/honesty:</b> Can people count on you to do what you say? Do you understand and accept the consequences of your own actions?	( )	( )	( )	( )	

## III. WORKPLACE COMPETENCIES:

<b>A. Resources (getting what you need to get a job done)</b>	1	2	3	4	Is this skill important for the above employment outcome?
1. <b>Using time:</b> Do you plan enough time to complete tasks?	( )	( )	( )	( )	
2. <b>Using money:</b> Can you work within a budget? Do you understand banks and checking accounts?	( )	( )	( )	( )	
3. <b>Using materials and space:</b> Can you organize materials for a task? Do you know where and how to get the things you need to complete a task?	( )	( )	( )	( )	
4. <b>Using human resources:</b> Can you ask people for help when you need it? Do you know how to assign jobs to the right people?	( )	( )	( )	( )	

<b>B. Information</b>	1	2	3	4	Is this skill important for the above employment outcome?
1. <b>Acquiring and evaluating information:</b> Do you know where to find the answers to your questions?	( )	( )	( )	( )	
2. <b>Organizing and maintaining information:</b> Do you know how to take notes, keep files, etc.?	( )	( )	( )	( )	
3. <b>Interpreting and communicating information:</b> Do you understand information that you read or hear, and can you communicate that information clearly to others?	( )	( )	( )	( )	
4. <b>Using computers to process information:</b> Can you use a computer to help you find the answers to questions? Can you use a computer to enter or store information?	( )	( )	( )	( )	

<b>C. Interpersonal skills</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
1. <b>Participating as a member of a team:</b> Do you work well with others to meet a common goal?	( )	( )	( )	( )	
2. <b>Teaching others new skills:</b> Can you help someone else learn how to do something new?	( )	( )	( )	( )	
3. <b>Serving clients or customers:</b> Can you help customers get answers or help with their needs in a polite way?	( )	( )	( )	( )	
4. <b>Leadership:</b> Can you lead a group by motivating others to work together to meet a goal?	( )	( )	( )	( )	
5. <b>Negotiation:</b> Can you help solve problems between people? Can you help make compromises?	( )	( )	( )	( )	
6. <b>Working with diversity:</b> Do you work well with people who are different from you, including different races, sexes, religions, etc.?	( )	( )	( )	( )	

<b>D. Systems</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Is this skill important for the above employment outcome?</b>
1. <b>Do you understand small systems</b> such as a filing system, or a telephone system? Do you understand larger systems such as the bus system, the company you work for, or the school district?	( )	( )	( )	( )	
2. <b>Improving and designing systems:</b> Can you make suggestions for fixing or improving systems, or developing new ones?	( )	( )	( )	( )	

<b>E. Technology</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Is this skill important for the above employment outcome?</b>
1. <b>Selecting</b> technology: Do you know what tools or materials you need for a job? (a pen, a rake, a computer, a clock, a washing machine, a ruler, etc.)	( )	( )	( )	( )	
2. <b>Applying technology to tasks:</b> Do you know how to use your tools effectively? (The right tool for the right job?)	( )	( )	( )	( )	
3. <b>Maintaining and troubleshooting equipment:</b> Do you keep your tools and equipment in good working order?	( )	( )	( )	( )	