

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

PRE-ASSESSMENT- FORM S

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 Career Goal _____

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:

	1	2	3	4	Is this skill important for the above employment outcome?
1. Reading: Can you recognize your name? Can you identify the appropriate restroom in public? Can you read simple directions?	()	()	()	()	
2. Writing: Can you write your name and address? Can you use a name stamp to sign things?	()	()	()	()	
3. Arithmetic and math: Can you make a purchase using the "next dollar" strategy? Can you count out money? Can you tell time to the hour and half hour?	()	()	()	()	
4. Speaking: Can you speak well enough to ask for help and express your needs? Can you use cards or signs to request help or express your needs?	()	()	()	()	

	1	2	3	4	Is this skill important for the above employment outcome?
5. Listening: Can you follow simple instructions from a supervisor? Can you follow a picture schedule to complete a task?	()	()	()	()	
6. Creative reasoning, decision-making and problem solving: If you have a problem getting something done, can you share ideas to make it better? When given options can you make a decision that you think is best?	()	()	()	()	

II. PERSONAL QUALITIES:

	1	2	3	4	Is this skill important for the above employment outcome?
1. Responsibility: Can people count on you to finish an agreed-upon task?	()	()	()	()	
2. Self-Awareness: Can you say your name and your phone number or present ID when asked? Can you state your disability appropriately?	()	()	()	()	
3. Self-Management: Can you take care of your own personal belongings? Do groom and dress yourself appropriately for various activities?	()	()	()	()	
4. Social: Do you interact well with others? Do you respond appropriately when someone else is bothering you?	()	()	()	()	
5. Integrity/honesty: Do you know the difference between a truth and a lie? Can you answer questions honestly?	()	()	()	()	

III. WORKPLACE COMPETENCIES:

A. Resources (getting what you need to get a job done)	1	2	3	4	Is this skill important for the above employment outcome?
1. Using time: Can you use a clock to know when to do certain things? (e.g., return from break, leave house for bus)	()	()	()	()	
2. Using money: Can you stay within a budget if you only have a certain amount to spend?	()	()	()	()	
3. Using materials and space: Do you put your personal belongings and materials back where they belong? Do you stay within your own work space when asked?	()	()	()	()	
4. Using human resources: Do you know who to go to if you have a problem or question?	()	()	()	()	

B. Information	1	2	3	4	Is this skill important for the above employment outcome?
1. Organizing and maintaining information: Do you know how to file by alphabet? Can you do simple collating? Can you do simple sorting and matching?	()	()	()	()	
2. Using computers to process information: Can you use a computer to enter or store simple information?	()	()	()	()	
3. Using calculators: Can you use a calculator for simple math problems?	()	()	()	()	

C. Interpersonal skills	1	2	3	4	Is this skill important for the above employment outcome?
1. Participating as a member of a team: Do you work well with a team of people, doing your own job as best you can?	()	()	()	()	
2. Teaching others new skills: Can you show someone else who needs help how to do a task?	()	()	()	()	
3. Serving clients or customers: Can you greet customers? Can you help customers who have simple questions?	()	()	()	()	
4. Leadership: Can you motivate others to get a job done or achieve a goal?	()	()	()	()	
5. Negotiation: Can you help solve problems between people?	()	()	()	()	
6. Working with diversity: Do you work well with people who are different from you, including different races, sexes, religions, etc?	()	()	()	()	

D. Technology/Tools	1	2	3	4	Is this skill important for the above employment outcome?
1. Selecting technology and tools: Do you know what tools or materials you need for a job? (pen, rake, computer, washing machine, clock, ruler, etc.)	()	()	()	()	
2. Applying technology to tasks: Do you know how to use tools for a task?	()	()	()	()	
3. Maintaining and troubleshooting equipment: Do you take care of tools and let someone know if you need help maintaining a tool?	()	()	()	()	