

KENT STATE UNIVERSITY
Career & Community Studies
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SKILLS ASSESSMENT

Both parent(s) AND the student should **each** complete this form. Parents may read to and/or provide meaning to the student, but should not influence the student’s response in any way, even if the parent does not agree. This helps us to understand what the student believes their skills are. Parents, please honestly evaluate the applicant’s ability in each of the areas below. You may place a checkmark in the *Do Not Know or Not Applicable* column if you do not have information necessary to evaluate applicant on a specific skill.

Applicant Name: _____ **Form Completed By:** _____

Date: _____

INDEPENDENT LIVING	All by yourself	With a little help	With a lot of help	Do Not Know	Does Not Apply
Demonstrates personal care habits, such as:					
Comb hair					
Brush teeth					
Trims nails					
Shaves					
Showers					
Laundry (washing machine/dryer)					
Self-administers all personal/over-the-counter prescriptions and medications					
Dresses appropriately for the weather					
Presentable appearance					
Makes personal doctor/dental appointments					
Calls pharmacy to refill personal prescriptions					
Female: Understands care of menstrual period					
Understands routines, such as:					
Completes morning routine in a timely manner					
Selects appropriate sleep schedules					
Understands time needed to complete homework					
Understands time needed to complete housework					
Understands time needed to complete hygiene tasks					
Manages personal belongings, such as:					
Uses cell phone					
Responsible with keys					
Understands safety concepts, such as:					
Understands the usage of 911					
Remains calm in emergency situations.					
Follows directions during emergency situations.					
Demonstrates caution disclosing information to strangers.					
Maintains physical distance when interacting with strangers.					
Aware of ways that one could be taken advantage of (someone getting money, computer, phone)					
Knowledge of basic first aid care					

Carries medical alert information					
Carries emergency contact information					
Carries identification					
Displays community living skills, such as:					
Can use public transportation					
Can cross street at appropriate places and times					
Makes his/her own purchases					
Uses a debit card					
Makes change using bills and coins					
Follows a weekly budget (allowance)					
Able to order from menu					
Adds tip onto total cost of meal					
ADDITIONAL COMMENTS: Write any comments concerning independent living skills on back of page.					

ACADEMIC SKILLS	All by yourself	With a little help	With a lot of help	Do Not Know	Does Not Apply
Demonstrates computer skills, such as:					
Computer, iPad, assistive technology, etc					
Knows how to use MicroSoft Office applications (Word, PowerPoint)					
Uses email					
Navigates a computer management system to relay information (grades, assignments, announcements, etc).					
Demonstrates responsible academic behavior, such as:					
Applies acquired knowledge in a consistent manner (once a technology skill is learned the student continue to apply it)					
Demonstrates appropriate classroom behaviors					
Self-motivated to learn					
Demonstrates responsibility by working hard to set high standards for self (attendance, quality work, optimism)					
Gets to class on time					
Completes assignments on time					
Turns assignments in on time					
Can complete in-class assignments in a reasonable amount of time					
Demonstrates and maintains organization of course materials (brings materials needed to class, uses planners)					
Follows written directions					
Follows verbal directions					
Able to recognize when to ask for assistance or additional instruction					
Works well with others in class/group settings					

SOCIAL AND INTERPERSONAL SKILLS	All by yourself	With a little help	With a lot of help	Do Not Know	Does Not Apply
Displays appropriate interactions with others, such as:					
Greets others appropriately					
Engages in conversation					
Establishes relationships with friends					
Maintains relationships with friends					
Participates in social activities					
Responds appropriately to persons of authority					
Recognizes the emotions of others					
Responds appropriately to the emotions of others					
Demonstrates good safety habits in social situations					

Works well in a group situation					
Uses social media etiquette (appropriate emails, websites)					
Understands concepts of intimacy:					
Understands sexual reproduction system					
Understands safe and appropriate sexual practices					
Respects others' personal physical boundaries					
Demonstrates appropriate affection toward others in public					
ADDITIONAL COMMENTS: Write any comments concerning academic and social skills on back of page.					
SELF-DETERMINATION SELF-ADVOCACY	All by yourself	With a little help	With a lot of help	Do Not Know	Does Not Apply
Displays self-determination, such as:					
Recognizes his/her own emotions					
Responds appropriately to his/her own emotions					
Communicates needs to others effectively					
Expresses his/her opinions appropriately					
Identifies possible problems or changes that may be needed					
Identifies more than one solution to fixing a problem					
Weighs pros and cons of possible options when solving a problem or in making a change					
Understands the difference between short-term and long-term goals					
Can determine a realistic and attainable goal					
Able to establish steps toward achieving goal					
Effectively analyzes progress toward a goal					
Demonstrates ability to make adjustments when steps toward goal achievement are not working					
Identifies when goal has been reached					
Analyzes level of satisfaction with completed goal					
Displays self-advocacy, such as:					
Able to explain disability					
Communicates personal strengths – things one is able to do well					
Recognizes/ communicates areas of difficulty					
Uses voice to appropriately advocate for what is wanted or needed					
Advocates for accommodations when needed					
Demonstrates motivation and willingness to try new things					
Can express confidence and self-esteem					
Plans activities without waiting for someone else to do it					
Takes the initiative to begin school and free time activities					
Accepts responsibility for self-made decisions					
Reflects and learns from experiences					
Recognizes self-value and worth as a person					
Takes the lead in determining daily schedule					
Understands the link between goals and daily decisions made that can influence success of goal attainment					
Use of judgment skills in making every day decisions					
ADDITIONAL COMMENTS: Write any comments concerning self-determination and self-advocacy skills on back of page.					

WORK and/or VOLUNTEER	All by yourself	With a little help	With a lot of help	Do Not Know	Does Not Apply
Displays appropriate work behavior, such as:					
Arrives at work/volunteer site on time					
Follows break-time procedures					
Dresses appropriately for the work/volunteer site					
Completes assigned work/volunteer tasks					
Follows supervisor's directions					
Works well with co-workers as a team					
Exhibits appropriate social skills in the work setting					
Exhibits flexibility and ability to adapt to changing circumstances					
Demonstrates motivation to increase responsibilities in the work setting					
ADDITIONAL COMMENTS: Write any comments concerning employment skills on back of page.					