



Job Preparation Services

125X - Work Readiness 1 Soft Skills Training

Authorization #	
Aware Participant ID	

VR District Office:	Vendor:
VRC Name:	SFS Vendor ID:
	Report Date:

Customer First Name:	Customer Last Name:
Customer Phone Number:	
Customer Email Address:	

Work Readiness Development		
Units of Service Utilized:		
(Unit = 1 Hour, 60 hours Max per customer)		
Dates of Service:	Start Date:	End Date:
Was the service provided individually or in a group?		
<input type="checkbox"/> Individual <input type="checkbox"/> Group		
Last Date of Contact, (if customer dropped out of service)		
Was the Work Readiness 1 curriculum and syllabus approved by the District Office? (Note: Please maintain ACCES-VR curriculum approval in the case record)		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Individualized Skills Development for Employability and Independent Living
Within the progressive rating scale below, please assess and discuss how the customer developed the interpersonal soft skills needed for employment and personal independence.

Rating Scale:

- Level 4 is the **Standard of excellence** level. Descriptions should indicate that all aspects of work exceed grade level expectations and show exemplary performance or understanding.
- Level 3 is the **Approaching standard of excellence** level. Descriptions should indicate some aspects of skill that exceed expectations and demonstrate solid performance or understanding.
- Level 2 is the **Meets acceptable standard**. This level should indicate minimal competencies acceptable expectations. Performance and understanding are emerging or developing but there are some errors and mastery is not thorough.
- Level 1 **Does not yet meet acceptable standard**. This level indicates what is not adequate for expectations and indicates that the student has serious need for skill development and improvement.

Click in the columns below to enter Progress Level and Description of Skill Development

Skill Area Assessed	Progress Level	Observations and Discussion of Skill Development and Supports
Financial Literacy		
Independent Travel		
Personal Appearance		
Time Management		
Communication		
Social Interaction		
Attention & Focus		
Problem-Solving		
Teamwork		
Job Seeking Skills		
Interview Skills		
Computer Literacy		
Task Completion		
Other		

Has customer actively demonstrated increased competency in the rated areas?

Yes

No

Please include any additional comments or recommendations:

Completed By:

Printed Name

Title

Phone:

Email:

Supervisor

Printed Name

Title