



Pre-Vocational Checklist

Y = Yes
N = No

Name: _____

Date: _____

Student: _____

Teacher: _____

Date of Birth: _____

School: _____ Date: _____

INDEPENDENT LIVING

A. Health

- Can care for menstrual needs unassisted
- Can maintain clean body/hair unassisted
- Can comb/brush/style hair
- Can use cosmetics appropriately
- Shows evidence of shaving skills

- Can identify preventions for contagious illness
- Can identify common illness that prevent attendance
- Can list common medicines and uses

- Can list reasons to call ambulance
- Can list first aid directions

- Can define family
- Can list parents' responsibilities in family
- Can list children's responsibilities in family
- Can identify male reproductive system
- Can identify female reproductive system
- Can define emotional maturity
- Can describe purpose of dating
- Can discriminate between appropriate private and public sexual behavior
- Can list consequences of sexual behavior
- Can list alternatives to peer sexual pressure
- Can define sexually transmitted diseases

- Can list stages prior to marriage
- Can list factors important in family planning
- Can list first signs of pregnancy
- Can describe how a baby is nourished and protected before birth
- Can explain the importance of prenatal care
- Can list signs of approaching delivery

- Can list physical needs of baby
- Can identify community resources available for assisting in child care

- Can define drugs as chemical substances that bring changes to body and mind
- Can list reasons for not taking drugs
- Can list signs of drug abuse
- Can list drug treatment
- Can differentiate drug use/misuse/abuse

- Can list how medicines are helpful to man
- Can explain proper use of drugs
- Can define prescription/non-prescription medicines.

B. Mobility

- Can name different modes of transportation
- Can define ways of paying for public transportation
- Can demonstrate ability to use variety of forms of transportation
- Can use a schedule to plot a trip

C. Personal Identification

- Can state/recognize/write name
- Can state/write home address
- Can state/write city and state
- Can state/write name of parent(s)
- Can state/write date of birth
- Can state/write his/her sex and race

D. Home Management

- Can identify basic food groups
- Can list eating habits for good nutrition

- Can demonstrate ability to stir/pour/cut/measure
- Can identify/operate common household appliances
- Can prepare non-cook meal/snack
- Can read/follow simple recipes

- Can sort soiled clothes by laundry instructions
- Can use washer/dryer
- Can fold/hang/store clothes
- Can mend clothing by hand
- Can iron simple garments
- Can select matched clothing

- Can demonstrate housekeeping:
 - made bed
 - dust furniture
 - vacuum floor
 - clean windows/mirrors
 - use broom/mop
 - wash/dry dishes
 - store dishes/utensils dispose garbage
 - clean counters/tables/stove top/refrigerator
 - clean bathroom

E. Safety

- Can demonstrate proper use and care of pointed objects
- Can list potential fire hazards
- Can list procedures, in case of fire

F. Recreation and leisure

- Can describe difference between leisure and work
- Can list recreational activities

G. Birth Defects

- Can list major birth defects
- Can list/describe major causes of birth defects
- Can identify potential treatments for birth defects
- Can name methods for prevention of birth defects

H. Motor Skills - Gross

- Can perform exercises
- Can climb a ladder
- Can lift/pull/push an object

H. Motor Skills Fine

- Can regulate controls on appliances
- Can file by alphabet/number
- Can hand sew: button/hem/seam
- Can use a knife to peel

II. FUNCTIONAL ACADEMICS

A. Reading

- Can name eight basic colors
- Can use positional words
- Can use quantitative words
- Can repeat from memory
- Can use book properly
- Can recognize letters of the alphabet
- Can name consonant sounds
- Can identify consonant blends (List: _____)

- Can recognize long/short vowel sounds
- Can identify suffixes/prefixes

- Can use phonetic skills to decode new words
- Can read basic sight words (Level: _____)
- Can read abbreviations (List: _____)

- Can match words with pictures
- Can match words definitions

- Can answer who, what, when, why and how after reading
- Can select main idea
- Can identify details, fact/opinion
- Can retell a story in sequence
- Can follow written directions
- Can read/complete applications
- Can locate specific information
- Can list words in alphabetical order
- Can locate words in dictionary
- Can use library to find a book
- Can use reference sources
- Can identify newspaper sections

B. Math

- Can add whole numbers digits with/without carrying place
- Can subtract whole numbers digits with/without borrowing place
- Can multiply whole numbers digits times digits with/without carrying
- Can divide whole numbers digits by digits with/without remainder
- Can add like/unlike fractions
- Can add mixed number with/without renaming
- Can subtract like/unlike fractions
- Can subtract mixed number with/without renaming

- Can add decimals 10ths, 100ths, 1000ths
- Can subtract decimals 10ths, 100ths, 1000ths
- Can multiply decimals 10ths, 100ths, 1000ths

- Can name coins/bills
- Can identify value of coins/bills
- Can name coin equivalents

- Can tell time
- Can name time equivalents

- Can name days of the week
- Can name months of the year
- Can name seasons of the year
- Can name calendar equivalents
- Can locate information on a calendar

C. Measurement

- Can use a ruler 1", 1/2", 1/4", 1/8"
- Can name inches in foot/yard/feet
- Can convert from one unit of measure to another: in. to ft., ft. to in., yds. to ft., ft. to yds.
- Can identify liquid measurements: pint, quart, gallon
- Can identify ounces/pounds/tons
- Can read a thermometer

D. Consumer Skills

- Can determine hours worked
- Can determine gross pay
- Can calculate overtime pay
- Can read/endorse pay check (sample)
- Can list steps to cash/deposit pay check
- Can list/name services of banks
- Can state purpose of savings account
- Can list procedures for opening checking/savings account
- Can fill out a check
- Can list reasons for a loan
- Can complete a loan application
- Can identify reasons for a budget plan
- Can prepare a simple budget
- Can define comparative/seasonal shopping
- Can compare/contrast prices in ads
- Can name advantages/disadvantages in credit cards
- Can list types of credit cards
- Can identify government services supported by taxes
- Can state difference between direct/indirect taxes

E. Communication

- Can give directions to others
- Can use alternate communication
- Can repeat information sequentially
- Can respond to body gestures
- Can identify moods by facial expression

F. _____

- Can write manuscript/cursive legibly
- Can write words from dictation
- Can make readable lists
- Can take written messages
- Can use correct punctuation
- Can use correct capitalization
- Can use parts of speech appropriately
- Can write a variety of sentences
- Can write a paragraph correctly
- Can write a letter
- Can address an envelope

III. GENERAL SKILLS

A. Telephone Usage

- Can identify telephone and parts
- Can answer telephone properly
- Can dial telephone number
- Can interpret a busy signal
- Can use telephone appropriately in specific situations: operator/information/emergency

B. Community Resources

- Can use public transportation
- Can obtain a social security card
- Can identify community resources

C. Interviewing

- Can identify data needed for an interview
- Can demonstrate appropriate behavior for interview
- Can complete a interview satisfactorily

IV. PRE-VOCATIONAL

A. Investigating Occupations

- Can list reasons people work
- Can identify how employees contribute to society
- Can describe advantages/disadvantages of different wages
- Can list payroll deductions
- Can explain reasons for differences in pay

B. Planning for an Occupation

- Can identify a variety of careers
- Can distinguish job characteristics:
 - white collar/blue collar
 - skilled/unskilled
 - indoor/outdoor
 - physical/mental
 - working alone/in a group
- Can list sources of employment assistance
- Can identify sources of employment opportunity
- Can complete an application form
- Can write a resume
- Can simulate behavior in job interview

V. BEHAVIORAL SKILLS

A. Social

- Interacts well with peers
- Interacts well with authority figures
- Shows willingness to share

B. School

- Attends to task
- Organizes work
- Gets to class on time