



Vocational Checklist -- Secondary

Y = Yes
N = No

Name: _____

Date: _____

Employment

Job Application

- ___ Can identify personal information
- ___ Can state personal information
- ___ Can write personal information
- ___ Can conduct a job search
- ___ Can make a list of employment references
- ___ Can create a cover letter
- ___ Can create a resume
- ___ Can complete a neat job application

Interviewing

- ___ Can identify data need for an interview
 - ___ Can demonstrate appropriate behavior for an interview
 - ___ Can complete an interview satisfactorily
 - ___ Can dress appropriately for an interview
- ### Investigating Occupations/Careers
- ___ Can list reasons why people work
 - ___ Can state three characteristics of a job
 - ___ Can list three occupations of his/her choice
 - ___ Can list payroll deductions
 - ___ Can tell reasons for differences in pay
 - ___ Can discuss typical employee benefits

Post Secondary Education/Training

- ___ Can complete college or personal financial forms
- ___ Can apply time management skills
- ___ Can apply study skills
- ___ Can utilize public libraries independently
- ___ Can access a computer
- ___ Can access technology (Printers, scanners, etc)
- ___ Can investigate websites for colleges/technical schools
- ___ Can produce documents/presentations from technology

Community Resources

- ___ Can independently maneuver in the community
- ___ Can read a bus schedule
- ___ Can pay fare with correct change
- ___ Can apply for a bus card
- ___ Can use public transportation independently
- ___ Can access MATA PLUS
- ___ Has obtained a Social Security card
- ___ Has obtained a drivers License
- ___ Has registered to vote (Age 18)
- ___ Has registered for the draft (Age 18)
- ___ Has obtained a library card
- ___ Has obtained a state ID Card

Independent/Supported Living

- ___ Can complete a health/medical survey
- ___ Can identify three community resources
- ___ Can gather information for legal issues
- ___ Can state values of all coins
- ___ Can state value of all bills
- ___ Can count back change from a purchase
- ___ Can write a check
- ___ Can balance a checkbook
- ___ Can operate kitchen appliances safely
- ___ Can prepare a simple meal
- ___ Can keep personal items organized
- ___ Can keep care of personal grooming

Behavioral

- ___ Can follow oral directions
- ___ Can follow written directions
- ___ Can interact with authority figures appropriately
- ___ Can interact with peers appropriately
- ___ Can use free time wisely
- ___ Can use work time wisely
- ___ Can speak appropriately to others
- ___ Can follow rules and regulations
- ___ Can display appropriate behavior in large setting
- ___ Can work effectively in a group
- ___ Can change from one activity to another appropriately
- ___ Can accept the responsibility for own actions