

Daily Task Performance Checklist

Student:	End date:																
Site:									Evaluator:								
Site:																	
DATE																	
Tasks ("Hard skills")	Μ	Т	W	Th	F	Μ	Т	W	Th	F	Μ	Т	W	Th	F		
			-				-					-					
				-	-		-	-	-	-							
			1		+		+										
					<u> </u>												
					1							-					
		1	1	1	1	1	1	1	1	1	1	1	1	1			
TOTAL -																	
TOTAL +																	
Interpersonal ("Soft skills")																	
Accepts change, shows flexibility																	
Demonstrates positive work attitude Focuses on job, works steady																	
Proper social /community skills																	
Exercises spatial awareness																	
Demonstrates time awareness																	
On time/ready for work																	
Grooming/uniform/personal care																	
Accepts constructive criticism																	
Communicates well with Job Coach																	
TOTAL -																	
TOTAL +																	
KEY: (+) Able to do task without assistance of any kind				(-)	(-) Needs assistance with task						(0) Didn't attempt task today						
										·							
Hard skill total Hard skill tot	tal (-																
(+)) SUM TOTAL <i>(BOTH + and - Hard skills)</i> =	(+) total			al	divided by SUM TOTAL				= % Hard skills								
-		-															
oft skill total (+) Soft skill total (-) UM TOTAL (BOTH + and - Soft skills) = (+) tota			al	divided by SUM TOTAL						= % Soft skills							
OVERALL TOTAL (% Hard sk	ille	8, %	Soft	skille) –		%	divid	led by	y 2			RALL	%			
OVERALL TOTAL (// Halu SK	1115	UX /0	3011	311115	, -				=				NALL	/0			