

Job-ready skills checklist

Technical skills

- 1. Task proficiency**
 - Completes specific vocational tasks with clear, step-by-step instructions.
 - Demonstrates understanding of tools and equipment used in the trade.
 - Follows detailed instructions for technical tasks (written or visual).
 - Demonstrates quality in work output, following industry standards.
 - 2. Problem-solving**
 - Identifies tasks and possible issues (with support).
 - Follows a structured approach to resolving work-related problems.
 - Seeks help when problems arise but can also try to solve independently with clear guidance.
 - Uses resources like manuals, checklists, or diagrams to solve technical issues.
 - 3. Time management**
 - Completes tasks on time when given a clear schedule or timeline.
 - Can manage time effectively when tasks are broken into smaller, manageable steps.
 - Takes scheduled breaks when necessary, especially in sensory-intensive environments.
 - Adapts to shifts in work schedules with advance notice.
 - 4. Attention to detail**
 - Pays attention to accuracy in repetitive tasks.
 - Double-checks work for errors with support and feedback.
 - Can follow checklists and procedures to ensure high-quality output.
-

Soft skills

- 1. Communication with peers & supervisors**
 - Expresses needs or asks for clarification when needed.
 - Can follow instructions from colleagues or supervisors.
 - Communicates progress or challenges when prompted (or using tools like communication cards or devices).
 - Demonstrates basic workplace etiquette, such as greeting and following simple social cues.
- 2. Adaptability to work environment**
 - Adjusts to a consistent routine or schedule.
 - Can handle environmental changes (e.g., noise, lighting) when given preparation or sensory supports.
 - Open to changes in task assignments when provided with clear, structured communication.
 - Uses coping strategies for overwhelming sensory situations (e.g., headphones, quiet spaces).
- 3. Workplace behavior and professionalism**
 - Punctual and attends work consistently (with reminders or visual supports if needed).
 - Understands basic workplace rules (e.g., safety, dress code) when explained clearly.
 - Demonstrates an understanding of professional boundaries and workplace behavior.
 - Able to work independently on tasks with clear instructions.
- 4. Teamwork and collaboration**
 - Works on shared tasks when roles are clearly defined.
 - Participates in team activities with guidance, focusing on individual responsibilities.

- Demonstrates respect for others' opinions and contributions.
 - Follows team guidelines and instructions for collaborative work.
-

Workplace readiness

1. **Self-monitoring and independence**

- Completes tasks independently after initial training and clear instruction.
- Identifies when assistance is needed and requests help appropriately.
- Uses coping mechanisms for anxiety or stress in work tasks (e.g., breathing exercises, breaks).
- Demonstrates a willingness to ask questions for clarification.

2. **Safety awareness**

- Understands and follows basic workplace safety protocols.
- Demonstrates caution when using tools or machinery, with reminders if needed.
- Responds to emergency protocols when prompted.
- Able to identify and avoid hazards in the work environment with clear visual or verbal cues.

3. **Workplace relationships and support**

- Interacts with supervisors and colleagues with structured support (e.g., social scripts, role-play).
 - Responds positively to feedback with guidance on improving interactions.
 - Utilizes workplace support tools (e.g., visual schedules, task lists) to navigate the work environment.
-

Final assessment

• **Overall readiness for the job:**

- Ready for a structured work environment with clear guidance.
- Needs further support in specific areas (e.g., time management, problem-solving).
- Requires additional practice with social skills and communication in the workplace.
- Needs a more tailored work placement with increased supervision or adaptations.

Additional considerations for autistic learners:

◆ **Visual supports.**

Using pictures, written instructions, and visual schedules can enhance understanding and reduce anxiety.

◆ **Structured tasks.**

Break tasks into smaller, manageable steps with clear expectations for each phase.

◆ **Sensory considerations.**

Identify sensory needs (e.g., noise sensitivity) and provide strategies such as quiet spaces, noise-canceling headphones, or scheduled breaks.

◆ **Clear and positive feedback.**

Provide specific, positive feedback that reinforces strengths and offers constructive guidance on areas for improvement.

◆ **Flexible support.**

PERSPECTIVE

Adjust the learning process based on how the learner responds to tasks. Some learners may need more repetition or visual prompts to build confidence and competence.