

SECRETARY'S COMMISSION ON ACHIEVEMENT OF NECESSARY SKILLS (SCANS)

PRE-ASSESSMENT- FORM N

The U.S. Department of Labor talked with hundreds of employers, workers and supervisors to identify skills people need in today's workplace. This Pre-assessment will assist staff and student in setting goals for attainment of skills that will lead to success in their chosen career.

Date _____

Student Name _____

Student School/ Grade _____

Birthdate _____

Case Manager _____

WorkAbility Staff _____

Student's preference for employment after exiting school _____

Work with the student in rating him/herself on the following skills areas. Use this scale:

1= I need to learn this **2=** I need more practice / experience **3=** I can do this with support **4=** I can do this independently

I. BASIC/THINKING SKILLS:

	1	2	3	4	Is this skill important for the above employment outcome?
1. Reading: Do you understand what you read? Can you follow written instructions? Can you read and follow schedules, like a bus schedule?	()	()	()	()	
2. Writing: Can you complete phone messages accurately? Is your spelling and grammar usually correct? Can you write down instructions, directions, or appointments accurately? Can other people read what you write?	()	()	()	()	
3. Arithmetic and math: Do you understand and use adding, subtracting, multiplying, dividing, percentages, and fractions? Can you make change?	()	()	()	()	
4. Speaking: Do you make yourself understood without being asked to repeat things? Do you speak loudly enough for people to hear you easily?	()	()	()	()	
5. Listening: Do you understand what others are talking about? Can you listen to people without interrupting? Do you remember what people tell you?	()	()	()	()	
6. Creative reasoning, decision-making and problem solving: Do you know how to identify problems? Can you come up with solutions that work? Can you share your ideas appropriately with others?	()	()	()	()	

II. PERSONAL QUALITIES:

	1	2	3	4	Is this skill important for the above employment outcome?
1. Responsibility: Are you dependable? Do you follow through and finish work or activities?	()	()	()	()	
2. Self-awareness: Are you aware of your limitations? Can you ask for accommodations that you may need without feeling embarrassed?	()	()	()	()	
3. Self-management: Do you get to places on time? Are you organized? Do you have a way to keep track of your appointments and assignments?	()	()	()	()	
4. Social: Do you get along well with others? Do you enjoy being around other people?	()	()	()	()	
5. Integrity/honesty: Can people count on you to do what you say? Do you understand and accept the consequences of your own actions?	()	()	()	()	

III. WORKPLACE COMPETENCIES:

A. Resources (getting what you need to get a job done)	1	2	3	4	Is this skill important for the above employment outcome?
1. Using time: Do you plan enough time to complete tasks?	()	()	()	()	
2. Using money: Can you work within a budget? Do you understand banks and checking accounts?	()	()	()	()	
3. Using materials and space: Can you organize materials for a task? Do you know where and how to get the things you need to complete a task?	()	()	()	()	
4. Using human resources: Can you ask people for help when you need it? Do you know how to assign jobs to the right people?	()	()	()	()	

B. Information	1	2	3	4	Is this skill important for the above employment outcome?
1. Acquiring and evaluating information: Do you know where to find the answers to your questions?	()	()	()	()	
2. Organizing and maintaining information: Do you know how to take notes, keep files, etc.?	()	()	()	()	
3. Interpreting and communicating information: Do you understand information that you read or hear, and can you communicate that information clearly to others?	()	()	()	()	
4. Using computers to process information: Can you use a computer to help you find the answers to questions? Can you use a computer to enter or store information?	()	()	()	()	

C. Interpersonal skills	1	2	3	4	
1. Participating as a member of a team: Do you work well with others to meet a common goal?	()	()	()	()	
2. Teaching others new skills: Can you help someone else learn how to do something new?	()	()	()	()	
3. Serving clients or customers: Can you help customers get answers or help with their needs in a polite way?	()	()	()	()	
4. Leadership: Can you lead a group by motivating others to work together to meet a goal?	()	()	()	()	
5. Negotiation: Can you help solve problems between people? Can you help make compromises?	()	()	()	()	
6. Working with diversity: Do you work well with people who are different from you, including different races, sexes, religions, etc.?	()	()	()	()	

D. Systems	1	2	3	4	Is this skill important for the above employment outcome?
1. Do you understand small systems such as a filing system, or a telephone system? Do you understand larger systems such as the bus system, the company you work for, or the school district?	()	()	()	()	
2. Improving and designing systems: Can you make suggestions for fixing or improving systems, or developing new ones?	()	()	()	()	

E. Technology	1	2	3	4	Is this skill important for the above employment outcome?
1. Selecting technology: Do you know what tools or materials you need for a job? (a pen, a rake, a computer, a clock, a washing machine, a ruler, etc.)	()	()	()	()	
2. Applying technology to tasks: Do you know how to use your tools effectively? (The right tool for the right job?)	()	()	()	()	
3. Maintaining and troubleshooting equipment: Do you keep your tools and equipment in good working order?	()	()	()	()	