

# Link Associates

## GS-4: PARTICIPANT SELECTION RUBRIC GUIDE

Participant name: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

\*\*(Recommended to be completed by participant or person who best knows the participant)

**TOTAL SCORE: (out of a possible 60):**

Criteria	1	2	3	4	5	NOTES
<b>Commitment to Community Employment</b>	Participant is unsure of interest in community employment	Participant is unsure of interest in community employment, but team is supportive and encouraging	Participant demonstrates commitment to work but has significant restrictions such as inappropriate work goal, location, type of work, etc.	One member of the team, student or family member may be non-committal to the goal of community employment	Participant and family are committed, appropriate and will be flexible to meet the work goal	
<b>Attendance</b>	10+ unexcused absences	10+ excused and unexcused absences or tardies within the past year	5-10 excused and unexcused absences or tardies within the past year	1-5 excused absences or tardies within the past year	No absences or tardies within the past year	
<b>Independent Daily Living and Self Care Skills</b>	Participant has very poor or no independent daily living and self care skills. They may rely on parents and staff for some basic needs to be met	Participant has not been exposed to any daily living skills training but displays some skills in these areas and in self-care. Team should begin planning for training/practice in these areas	Participant has participated in limited or informal training for daily living and self care skills. S/he can demonstrate minimal skills in these areas. If toileting and feeding are still dependent, team could investigate accommodations	Through training, the Participant demonstrates basic proficiency in daily living skills and self care skills. Self-care skills include toileting, feeding, taking medication, bathing, etc.	Participant practices and demonstrates daily living and self care skills such as cooking, sleeping, budgeting, handling money, and is also able to take care of self care needs independently	

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<b>Appearance and Professional Presentation</b>	Participant does not possess any personal hygiene skills and clothes are not neat and clean	Participant needs assistance in making sure clean clothes are worn daily. Personal appearance may vary each day	Participant wears neat and clean clothing and has appropriate grooming on most days	Participant is neat, clean and well groomed but makes inappropriate clothing choices for work based on place of business, dress code and weather.	Participant possesses good personal hygiene skills and will always arrive to Project SEARCH and/or work neat and clean, according to the dress code and weather	
<b>Transportation</b>	Participant is not eligible, has been trained in any independent method and family does not have the resources to provide transportation	Family is willing to provide on-going transportation to the Project SEARCH and/or community work site	Participant is eligible for transportation from outside resources like MRDD or other disability related service	Participant can utilize public transportation including a door-to-door system with basic skills	Participant can utilize public transportation and/or a door-to-door system as well as other transportation options (calling a cab, etc.)	
<b>Appropriate Social and Behavior Skills</b> (does person swear, flirt, public displays of affection, etc.?)	Participant frequently displays inappropriate social and behavior skills	Participant periodically displays inappropriate social and behavior skills	Participant is appropriate in the presence of adult supervision but is not independent.	Participant display appropriate social and behavior skills in most situations	Participant displays appropriate social and behavior skills in all (or nearly all) situations	
<b>Interpersonal Communication</b>	Participant has no grasp of interpersonal relationships	Participant uses appropriate body language (smiles, waves, etc.) but does not engage in appropriate conversation	Participant engages in some conversation when prompted	Participant engages in conversation independently but the topic is inappropriate	Participant uses appropriate tone of voice, body language and conversation topics	

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<b>Verbal Communication</b>	Participant has no way of clearly communicating with others	Participant is not fluent or easily understood even with assistive technology or support	Participant can be understood with 1-2 repetitions or when asked to speak more clearly	Participant uses a voice box or other assistive technology to communicate and is understood using these tools	Participant has the ability to communicate with all others and be understood easily	
<b>Problem Solving and Conflict resolution</b>	Participant has no independent problem solving and conflict resolution skills	Participant has difficulty in problem solving and conflict resolution skills	Participant has demonstrated capacity to expand problem solving and conflict resolution skills	Participant possesses good problem solving skills	Participant possesses good problem solving skills and initiates problem solving independently	
<b>Physical Ability</b> <ul style="list-style-type: none"> <li>■ <b>Mobility</b></li> <li>■ <b>Stamina</b></li> </ul>	Participant has limited physical abilities as well as limited capacity to take care of own personal needs	Participant has the mobility and stamina to perform some of the tasks including personal needs with limitations	Participant has low but improving mobility and stamina and ability to take care of own personal self-care needs	Participant has the mobility and stamina to perform all tasks with accommodations: i.e. A cart to help transport mailings or a wheelchair/scooter for mobility. The student has developed strategies to take care of own personal needs with limited assistance	Participant has the ability, mobility and stamina to perform all tasks including self care independently and successfully	Denote any lifting restrictions:

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<b>Employability Skills</b>	Participant has not been exposed to any employability training, nor any prior work experience	Participant has participated in limited or informal employability training, or has had 1 or more in-school work exp.	Participant has had one year or a consistent class devoted to employability skills. Volunteer or paid enclave work exp.	Participant has had more than one year of employability skills training, or has had 1 or less years of competitive work experience	Participant demonstrates independent living skills and has 2 or more years of employability training, or has had 1 year or multiple competitive work experiences	
<b>Academic Skills</b>	Participant cannot read nor do any simple math computations	Participant has some basic academic skills such as rote counting and can file using two to three digits with numbers or letters	Participant can read simple functional information and can perform simple math computations (with or without a calculator)	Participant can read and comprehend material at or above a 2 <sup>nd</sup> grade level, can tell time with a clock or analog watch to five minutes and count money/make change	All academic skills are above a 4 <sup>th</sup> grade level	
				<b>TOTAL SCORE</b>		

**Additional Notes:**

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## **Specific Job Demands Evaluation**

### Physical Demands

Please rate the following and check the appropriate box.

	Able to do	Unable to do	Assistance needed	Comments
<b>1.Strength</b>				
<b>Lifting:</b>				
Up to 10lbs.				
10-20lbs.				
21-50lbs.				
51-100lbs.				
Over 100lbs.				
<b>Carrying:</b>				
Up to 10lbs.				
11 – 25lbs.				
26-50lbs.				
Over 50lbs.				

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	Able to do	Unable to do	Assistance needed	Comments
<b>Pushing/Pulling:</b>				
Up to 10lbs.				
10-24lbs.				
25-49lbs.				
50-100lbs.				
Over 100lbs.				
<b>2. Climbing:</b>				
Ladder				
Steps				
Other				
<b>3. Lower Extremities:</b>				
Stooping				
Squatting				

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	Able to do	Unable to do	Assistance needed	Comments
Crawling				
Kneeling				
Balancing				
Bending				
Twisting				
<b>4.Upper Extremities</b>				
Reaching				
At shoulder level				
Hand/wrist motions				
Grasping				
Right				
Left				
Repetitive				
Fine Manipulating				

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	Able to do	Unable to do	Assistance needed	Comments
Right				
Left				
Repetitive				
<b>5. Speaking Requirements</b>				
<b>6. Hearing Requirements</b>				
<b>7. Sight Requirements</b>				
20 inches or less				
20 feet or more				
<b>8. Other:</b>				
Sitting				
Standing				
Driving				
Walking				
<b>Distance:</b>				
0 – 10 feet				
10 feet to 90 feet				
30 yards to 10 yards				
Even surface				
Uneven surface				