

EMPLOYEE CHARACTERISTIC ASSESSMENT

PURPOSE OF THESE ASSESSMENTS

The purpose of Alpine Learning Group's **Site Assessment** and **Employee Characteristic Assessment** are to aid clinicians in evaluating the appropriateness of potential jobs and volunteer opportunities for an individual with autism. The assessments are meant to be used in conjunction with one another. Each section on the Site Assessment has a corresponding section in the Employee Characteristic Assessment.

HOW TO USE THESE ASSESSMENTS

- + Complete an **Employee Characteristic Assessment** on the individual with autism. Be sure to include information from people who know the individual well, such as teachers and parents.
- + Complete a **Site Assessment** on a potential job or volunteer opportunity for that individual.
- + Compare the two assessments. Look at each section and determine how well they match.
 - If the responses are the same on most of the items, the job may be a good fit for the individual.
 - If there are many items that are different, then it may be warranted to: Teach pre-requisite skills, identify accommodations at the job site, or identify a new job site.
 - Other times, items on the two assessments may match, but a critical item may be different that will preclude placement in that job. For example, if the individual engages in loud vocal stereotypy, but the job environment is very quiet, such as a library, it may not be an appropriate job. For this individual, an environment, that can accommodate loud noise, may be a better fit.

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EMPLOYEE CHARACTERISTIC ASSESSMENT

Name _____

Age _____ Gender _____

Work History (see attached resume) _____

What type of job is this employee looking for?
(e.g., sales associate)

Desired schedule

Days _____

Hours _____

Notes

Desires paid position
(select all that are acceptable)

Full-time

Part-time

Per diem

What wage does the person require?

Hourly rate _____

Salary _____

How often would the employee like to
be paid? (select all that are acceptable)

Weekly

Bi-weekly

Monthly

Desires a volunteer position
(select all that are acceptable)

Part-time

Per diem

May lead to paid position

EMPLOYEE CHARACTERISTIC ASSESSMENT

JOB LOCATION

What type of location would be a fit for this employee? (select all that apply)

Community Center

- Gym
- YMCA/JCC
- Other _____

Education

- Day Care
- Elementary
- Middle School/High School
- College/University
- Other _____

Food Service

- Catering hall
- Fast-food
- Sit down restaurant
- Other _____

Healthcare

- Doctor's office
- Hospital
- Nursing home/assisted living facility
- Other _____

Manufacturing

- Assembly line
- Food Processing
- Sample Room
- Warehouse
- Other _____

Mobile

- Delivery
- Personal errands
- Pick-up
- Other _____



Nursery

- Farm
- Greenhouse
- Plant Store
- Other _____

Office

- Private office
- Corporate park
- Suite within an office building
- Other _____

Outdoor

- Park
- Beach
- Residential area
- Commercial area
- Other _____

Retail

- Clothing
- Department store
- Supermarket
- Farmers' market
- Other _____

Veterinary

- Animal hospital
- Mobile grooming
- Pet Store
- Veterinary office
- Other _____

EMPLOYEE CHARACTERISTIC ASSESSMENT

JOB RESPONSIBILITIES

What job responsibilities are appropriate for the employee?

For items marked with an asterisk (*), please select the specific job responsibilities under the appropriate subheading

Custodial

- Cleaning
- Cleaning windows
- Recycling
- Dusting
- Garbage collection
- Mopping
- Replenishing supplies
- Vacuuming
- Other _____

Food Service

- Busing
- Cleaning
- Coat check
- Cooking
- Custodial*
- Dishwashing
- Food prep
- Greeter
- Portioning
- Napkin folding/rolling
- Restocking
- Replenishing
- Room arrangement
- Silverware polishing
- Table setting
- Other _____

Gym

- Custodial*
- Folding towels
- Restocking supplies
- Sales associate
- Other _____

Education

- Childcare
- Teacher's aide
- Classroom helper
- Custodial*
- Food service*
- Lunch aide
- Material preparation
- Office
- Other _____

Healthcare/Hospital/ Assisted Living

- Activities
- Companion
- Custodial*
- Food service*
- Nurse's aide
- Office
- Replenishing
- Transport
- Other _____

Manufacturing/ Factory

- Assembly—requires fine motor skills
- Assembly—requires extensive fine motor skills
- Custodial*
- Food manufacturing
- Fork lift/heavy machinery
- Packaging
- Quality control
- Sewing
- Other _____

Mobile

- Driving required
- No driving required
- Other _____

Nursery

- Custodial*
- Planting
- Watering
- Other _____

Office

- Answering phones
- Assembling mailings
- Collating
- Custodial*
- Entering data
- Filing
- Inventory
- Laminating
- Mailing/boxing items
- Making coffee
- Making copies
- Purchasing supplies
- Sorting mail
- Shredding paper
- Scanning
- Other _____

Outdoor maintenance

- Bagging leaves
- Leaf blowing
- Mowing
- Picking up litter
- Planting
- Raking
- Shoveling snow
- Watering
- Other _____

Retail

- Assisting customers (e.g., sales associate)
- Collecting carts
- Cashier
- Custodial*
- De-trashing boxes (e.g., shoe boxes)
- Folding clothes
- Greeting customers
- Hanging clothes
- Organizing shelves
- Returning items
- Sizing clothes
- Sorting clothes
- Stocking shelves
- Taking inventory
- Unpacking boxes
- Other _____

Supermarket

- Bagging groceries
- Collecting carts
- Cashier
- Checking expiration dates
- Custodial*
- Food service*
- Greeting
- Returns
- Stocking
- Other _____

Veterinary

- Bathing/grooming animals
- Custodial*
- Feeding animals
- Petting/socializing animals
- Walking dogs
- Other _____

EMPLOYEE CHARACTERISTIC ASSESSMENT

EMPLOYEE CHARACTERISTICS

Preferred Traveling Distance _____

What type of transportation will the employee use?

- Public transportation
- Paratransit (e.g., Access Link, Access-A-Ride)
- Drives own car
- Group home/family available to drive
- Walk/bike
- Job coach will transport from day program

Comments _____

Does the employee require flexibility with working hours?

- No flexibility needed
- Will provide advanced notice (e.g., supported employment program's scheduled holidays)
- Requires high level of flexibility (e.g., frequent doctor visits)

Comments _____

What kind of location does the employee prefer? (select all that apply)

- Indoor locations
- Outdoor locations

Comments _____

Will the employee cooperate with wearing the following items? (select all that apply)

- Uniform top
- Uniform bottom
- Hat
- Hairnet
- Ear muffs/plugs
- Booties
- Protective suit
- Gloves
- Goggles
- Business/dress attire
- Does not cooperate with _____

Comments _____

What kind of tasks does the employee prefer?

- Varied tasks
- Repetitive tasks
- Both varied and repetitious tasks available

Comments _____

In the long run, what types of supports will the employee likely need to work to the best of his/her ability?

- No support
- On-site supervisor
- Colleague support
- Job coach conducting periodic check ins
- Job coach on site at all times

Comments _____

Encourage the individual and his/her family to be open to a variety of job options.

EMPLOYEE CHARACTERISTIC ASSESSMENT

EMPLOYEE CHARACTERISTICS

Are there any safety concerns regarding the employee's use of equipment?

- Low safety concerns
- Moderate concerns (e.g., unable to cross street independently, unable to use work equipment independently)
- High concerns (e.g., unable to manipulate heavy machinery, likely to elope from environment)
- None

Are there any safety concerns regarding the employee's ability to work around vulnerable clientele (e.g., around children or the elderly)?

- Low safety concerns
- Moderate concerns (e.g., working around some vulnerable individuals)
- High concerns (e.g., close work around vulnerable population)
- None

Comments _____

How is the employee's health related to potential exposure at the job site?

- Able to work around environmental allergens (i.e., no environmental allergies)
- Good overall health (i.e., does not have a compromised immune system)
- Able to work around pets (i.e., no pet allergies)
- Tolerates irritants (e.g., fumes, odors, dusts, mists)
- Tolerates extreme temperatures
- Works safely around toxic supplies

Comments _____

What accommodations does the employee need regarding the accessibility of exits?

- Requires multiple exits available near work space
- Requires exits that are easily accessed (without codes/keys/obstacles)
- Requires short distances to nearest exit (no further than _____)
- Able to walk with long distances to vehicle from work space
- Requires short distance to vehicle from work space (no further than _____)

What type of space would the employee prefer or perform well in? (select all that apply)

- Small workspace (e.g., small office)
- Moderate-sized workspace
- Large work space (e.g., warehouse)
- Confined aisles
- Spacious aisles

Comments _____

What type of accommodations does the employee require in the restroom? (select all that apply)

- None. Able to use public restroom independently.
- Requires a family restroom
- Requires a private restroom (single stall)
- Requires supervision in restroom

Comments _____

Pre-requisite skills may need to be taught before starting a new position.

EMPLOYEE CHARACTERISTIC ASSESSMENT

EMPLOYEE CHARACTERISTICS

What noise level is appropriate for the employee to work in? (select all that apply)

- Very quiet (e.g., library)
- Ambient noise (e.g., phones, people talking, restaurant/music, etc.)
- Loud (e.g., machinery)

Comments _____

How well does the employee work around others?

- Prefers to work alone
- Tolerates only a few people around
- Able to tolerate smaller groups of people
- Able to tolerate large groups of people

Comments _____

Is it best for the person to work in a public location or a more secluded environment?

- Requires job performed in isolated location (e.g., separate room)
- Able to minimally engage in interactions with colleagues
- Able to perform work in main site location alongside colleagues
- Able to perform work in front of customers

Comments _____

Does the employee *choose* to engage socially with others (e.g., small talk)?

- Does not prefer social interaction
- Prefers occasional social interaction
- Prefers frequent social interaction
- No preference

Comments _____

When social interaction is a *job requirement*, how frequently can the employee engage? (select all that apply)

- Does not engage in social interactions
- Able to infrequently engage in social interaction
- Able to sometimes engage in social interaction
- Able to frequently engage in social interaction

Comments _____

How often would the employee prefer to interact with a supervisor on the job?

- Infrequent social interaction
- Some interaction
- Frequent interactions
- None

Comments _____

Learn the ADA regulations to understand the types of accommodations employers are required to make.

EMPLOYEE CHARACTERISTIC ASSESSMENT

EMPLOYEE CHARACTERISTICS

How does the employee communicate? (select all that apply)

- Communicates verbally
- Exchanges or points to pictures to communicate
- Uses augmentative device as primary source of communication
- None

Comments _____

What type of instructions can the employee follow? (select all that apply)

- Follows simple verbal instructions
- Follows simple written instructions
- Follows complex verbal instructions
- Follows complex written instructions
- Follows instructions presented in drawings/photographs (e.g., follows drawings depicting how to assemble an item)
- Follows a model provided by coworkers/supervisor

Comments _____

What types of prompts can assist the learner with his/her job performance? (select all that apply)

- Verbal
- Gestural
- Pictorial
- Textual
- Audio
- Prompts provided by an electronic device (e.g., phone)
- Video model

Comments _____

How often will the employee need to access reinforcers (rewards) during the job?

- Requires minimal access to reinforcement (paycheck only)
- Requires occasional access to reinforcement (one time a day)
- Requires frequent access to reinforcement (multiple times a day)

Comments _____

What is the employee's physical ability?

- Able to sit for long periods
- Able to transition from sitting to standing while working
- Able to stand for long periods
- Able to ambulate moderate distances
- Able to lift/push/pull under 5 lbs.
- Able to lift/push/pull 5–10 lbs.
- Able to lift/push/pull 10–15 lbs.
- Able to lift/push/pull more than 15 lbs.

Comments _____

What is the employee's motor ability?

- Proficient gross motor
- Proficient gross motor, limited fine motor
- Proficient fine motor, limited gross motor
- Proficient fine motor
- Intricate fine motor

Comments _____

EMPLOYEE CHARACTERISTIC ASSESSMENT

EMPLOYEE CHARACTERISTICS

Does the employee have technology skills?

- Uses iPad/tablet/smart phone
- Uses computer
- Has no technology skills
- Other (e.g., copy machines, fax). Specify _____

Comments _____

How well does the employee read?

- Able to recognize single numbers, letters and/or pictures
- Able to read words and phrases (in multiple fonts)
- Able to read simple sentences (in multiple fonts)
- Unable to read

Comments _____

How well does the employee comprehend written material?

- Able to read and comprehend words/phrases
- Able to read and comprehend simple sentences
- Able to read and comprehend multiple-sentences
- No reading comprehension skills

Comments _____

Learning basic social skills, such as introducing oneself or holding a door, can enhance an employer's perspective of the employee.

How well does the employee write?

- Able to write simple sentences
- Able to write words and/or phrases
- Able to write characters, numbers and/or pictures
- No writing skills

Comments _____

What are the employee's money skills?

- Able to perform money exchanges and make change
- Able to identify value of coins and bills (unable to make change)
- Able to exchange money only
- No money concept skills

Comments _____

What are the employee's math skills?

- Able to count
- Able to add
- Able to subtract
- Able to use calculator
- No math skills

Comments _____

What are the employee's time-telling skills?

- Tells time to the minute
- Tells time by the hour
- Keeps appointments
- Unable to tell time

Comments _____

EMPLOYEE CHARACTERISTIC ASSESSMENT

EMPLOYEE CHARACTERISTICS

How good is the employee's attention to detail?

- Has no attention to detail
- Has a low level of attention to detail
- Has a moderate level of attention to detail
- Has a high level of attention to detail

Comments _____

Is the employee able to follow a sequence of tasks?

- Able to complete 5 tasks or more in a sequence
- Able to complete 2–4 tasks in a sequence
- Unable to sequence tasks

Comments _____

Does the employee practice sanitary behavior (e.g., avoiding sneezing on materials)?

- Frequently does not practice sanitary behavior
- Practices sanitary behavior most of the time
- Practices sanitary behavior at all times

Comments _____

How quickly does the employee work?

- Works at a slow pace
- Works at a moderate pace
- Works at a fast pace
- Specific pace _____

Comments _____

Does the employee have any problem behavior? (select all that apply)

- Engages in loud behavior
- Engages in moderate levels of stereotypy (e.g., scripting)
- Engages in food stealing
- Engages in unpredictable body movements (e.g., rocking)
- Other (Specify _____)

Comments _____

Are there any behavioral accommodations relevant to the workplace?

- Fear of animals (Specify _____)
- Requires frequent breaks
(How often _____)
- Requires use of headphones or other electronic equipment
- Wears medical equipment (e.g., brace)
(Specify _____)
- Requires use of private area

Comments _____
