

Organization and Self-Direction: Dependability and Responsibility 3

Instructor: Present this short strengths assessment as the student participates in an employment experience, school-based vocational experience, community service or volunteer activity, extracurricular activity, group work projects, etc.

Name: _____

Date: _____

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
1) Do I follow the schedule that my supervisor / teacher has established for me at work?				
2) Do I follow changes when they are added to my schedule at work / school?				
3) Do I refrain from doing personal tasks during work / class time?				
4) I may have to move around the work environment between tasks and during work. Do I stay focused and behave appropriately when I have to move from one place to another at work / school?				
5) Do I understand what area is my work space and stay within that area during work time? Do I avoid intruding on the work space of others?				
6) Do I understand what areas of my work / school environment are off limit areas to me and stay out of those areas?				
7) Do I follow the safety procedures in my work place / school environment?				
8) Do I keep track of and protect the materials I work with each day? Do I take care of my materials in a responsible way?				
9) Sometimes unexpected things happen at my work or school. The building may have to close unexpectedly or work may be cancelled due to bad weather or holidays. Do I handle these kinds of changes without getting upset?				