

Employment Activities:

Learning Job Skills



- Demonstrates the meaning of “yes” or “no”
- Listens to instructions
- Arrives at work on time
- Lets supervisor know when he/she will be late
- Lets supervisor know when absent due to illness or appointment
- Obeys time limits for breaks and lunch
- Has the opportunity to job shadow
- Repeats tasks after modeling
- Follows instructions requiring an action and an object
- Allows a personal attendant to assist in the workplace
- Prints, writes or dictates messages
- Delivers a simple message
- Uses assistive technology in the workplace
- Gets and puts items away when asked
- Sweeps, mops or vacuums
- Uses basic tools in the workplace
- Uses the telephone
- Folds paper
- Uses scissors, stapler, paperclips
- Makes copies

