

Canadian
Down Syndrome
Society

Société
canadienne de la
trisomie 21

Employability Skills Tracker

Job Seeker's Name:





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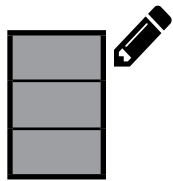
The Employability Skills Tracker is designed to help identify the specific skills an individual with Down syndrome possesses or may need to improve on.

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By using the tracker, you can collect baseline data for planning purposes, use it as a reference tool to systematically teach a skill and to record the individual's progress.

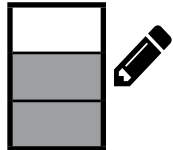


Skills Inventory Rating:



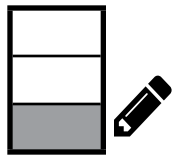
INDEPENDENT

The individual with Down syndrome can do the skill without any assistance or direction.



NEEDS SOME SUPPORT

The individual with Down syndrome does the skill with general prompts such as repetition of cues or clarifying directions.



NEEDS FULL SUPPORT

The individual with Down syndrome cannot do the skill without specific prompts such as modelling, providing physical prompts, asking specific yes/no questions or giving step by step directions.

Instructions:

Record the date of your Check-in to the right of the table. One by one go through the list of skills in the table and fill in the number of boxes that represents how much support you may or may not need for each skill as of today. Don't worry, there is a legend at the bottom of each page to remind you how to fill in one of the three ratings.

Check in with your Employability Skills Tracker from time to time. You will be able to see what skills you have improved on and also what skills still have room for growth. Learning new skills takes time and energy, remember to be patient with yourself.

Skills Category	CHECK-INS:			
	1	2	3	4
Skills you are learning will be in this box.				

1 NOV. 25, 2019

2 MAY 7, 2020

Your Skills Tracker



Communication and Interpersonal Skills	CHECK-INS:			
	1	2	3	4
speaking with good volume and being understood				
listening to directions and showing understanding by answering questions				
reading				
reading and showing understanding by answering questions				
writing clearly with pen or pencil				
using a keyboard to type				
sending an email				

Check-in History:

MM/DD/YYYY

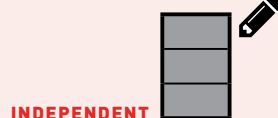
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Legend:

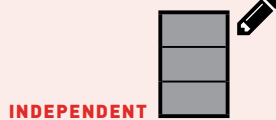
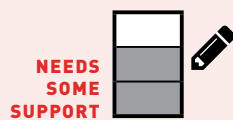
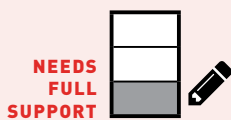


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Communication and Interpersonal Skills Cont'd	CHECK-INS:			
	1	2	3	4
write a note or message				
answer telephone and communicating with caller				
explain ideas				
give verbal feedback				
accept verbal feedback				
understand non-verbal cues				

Legend:



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Problem Solving Skills	CHECK-INS:			
	1	2	3	4
understand the situation and know what to do next				
be flexible and open minded				
take initiative to help solve a problem				
work with other team members to solve a problem				
learn from your mistakes and accept feedback				

Check-in History:

MM/DD/YYYY

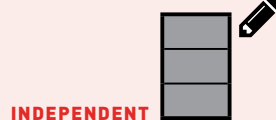
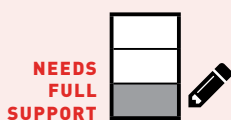
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4

Legend:



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Teamwork Skills	CHECK-INS:			
	1	2	3	4
work well with group/team members				
understand your role and responsibilities in the group				
solve problems with team members				
respect and listen to other people's ideas and opinions				
respect all people				
share information and ideas				
show interest and initiative to help				

Check-in History:

MM/DD/YYYY

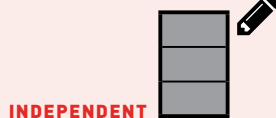
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Legend:



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Personal Management Skills	CHECK-INS:			
	1	2	3	4
recognize your own and other people's efforts				
feel good about yourself				
take care of your personal health				
make time for work/school and your hobbies				
manage your time and schedule				
manage your money				
be able to handle change				
able to handle stress				
have a positive attitude				
conduct yourself professionally (clothing, speaking and behaving)				

Check-in History:

MM/DD/YYYY

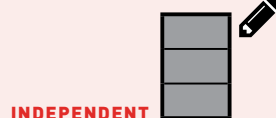
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Legend:



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Organization Skills	CHECK-INS:			
	1	2	3	4
focus on a task				
complete tasks, projects and meet deadlines				
being open to learning new things				
setting personal goals				
seek out information or training to improve				
be aware of personal safety and procedures				
pay attention to details				
counting (specify what number individual can count to)				
sorting things				

Check-in History:

MM/DD/YYYY

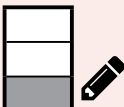
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Legend:

NEEDS FULL SUPPORT 

NEEDS SOME SUPPORT 

INDEPENDENT 

Notes

