

# The Workplace Checklist

The Workplace Checklist was written so that people with developmental disabilities can become more involved in looking at the places where they work and finding out what they like and what could be better. It can also be used by individuals and parents who are thinking about places to work in the future.

Encourage people to look at the place where they work and complete the checklist on their own or with the help of an advocate or friend.

Use parts of the checklist to interview individuals during program evaluations.

Give it to individuals and parents who are thinking about work programs for the first time.

An audiotape of the checklist could be made for those who do not read.

Include time to review the checklist during the annual IPP meeting.

## Ideas on how to use the workplace checklist

**ASK, OBSERVE, ASK OTHERS**

First, try asking people who can read or understand words or sign to complete the checklist on their own or with help.

Second, observe people who do not read or understand words or sign very well and act as their advocate (or choose someone else) in completing the checklist.

Third, ask others who know the person well (like a friend or relative or service coordinator) to help complete the checklist.

### How to Use the Guides and Checklists

You can complete the planning guide or checklist in this section online:

Click in the text box next to the question and type in your answer;  
OR

Click in the box in front of a statement or question.

The completed guide or checklist can be printed out. You can also save or update your answers; go to the last page of this section for directions.

Here is a way to look at a training or employment service where you work or might want to work. It will tell you things that are good about a work service and things that could be better.

**The best way to use this checklist is:**

- Look at each item, and check “yes” or “no.”
- Write down notes about what you found out.
- Think about all of the things that you like about the work service.
- If there are things that could be better, ask staff if they will help change them.

**If you are thinking about a place where you might work:**

- Look at these notes and the notes you have on other work services and then see which one is best for you.
- If you don't like what you see, then you might need to keep looking.

**Here is what two numbers from the checklist might look like when you are done:**

2. The training service uses stores, banks and other places, to teach things – like how to use money. .

YES       NO

13. People get paid for what they do.

YES       NO

**What we learned about the training service**

People learn to purchase items at the store.

They also use the bank and the library.

People get paid the minimum wage.

## What we learned about the training service

### For Training Services:

1. The training service is near places – like stores and banks.

YES       NO

2. The training service uses stores, banks and other places to teach things – like how to use money.

YES       NO

3. When you are learning things, you are by yourself or in small groups – like 2 or 3 people.

YES       NO

4. Training will help people be more independent or get a job in the community.

YES       NO

5. The training service teaches things that adults need to know – like using the bus or how to use money.

YES       NO

### What we learned about the training service

6. There are chances to be around people who do not have disabilities, other than staff.

YES       NO

7. Staff talk to people at the training service like they talk to other adults.

YES       NO

### What we learned about the employment services

8. Jobs are located at community businesses.

YES       NO

9. There is training for people when they first get a job.

YES       NO

10. There is training for people if they need extra help after they get the job, like changes in job duties.

YES       NO

## What we learned about the employment services

11. People choose their jobs.

YES       NO

12. People get paid for what they do.

YES       NO

13. There is support for people if they need it,  
like help with social security.

YES       NO

14. There is an individual employment plan  
that covers things like transportation, benefits, etc.

YES       NO

15. People get training for job promotion and  
career development,

YES       NO

## Staff Evaluation Form

The Staff Evaluation Form was written so that people with developmental disabilities can become more involved in giving feedback to the people who work with them.

Encourage residential and training or work providers to use it.

Consider using it as a way to ask people to look at how you are doing as their service coordinator.

An audiotape of the checklist could be made for those who do not read.

Name of Individual filling out this form (you don't have to tell us):

Date:

We need your help in looking at how

Name of Staff

works with you.

### Here are some things we want to know:

1. What does do with you?

2. Do you see or talk with ?  YES  NO

If yes, how often?  every day  once a week  once a month

3. Can you talk about things with ?  YES  NO

4. Does listen to you?  YES  NO

5. Is doing a good job helping you with the things that you need to do or learn?

YES  NO

6. Does do what he or she says he or she will do?  YES  NO

7. How does treat you?

8. What are some things that does well?

9. What are some things that could do better?

## How to Save or Update Your Responses

To save your responses:

1. Click on "**Save or Update My Responses**"
2. Click "**Save**"
3. Fill in your name (you could also enter your name and a date to save progress.)
4. Click "**OK**"

To clear all responses and start over click "**Clear Responses.**"

To view, edit or update your saved responses:

1. Click "**Save or Update My Responses**"
2. Click "**Reload.**"
3. Select your name. Your previously saved responses will be restored.
4. Change or complete your responses.
5. Save your responses according to the directions above. To replace your existing responses, type the same name information, and when asked to overwrite, click "OK". Or enter a new name, or an existing name with a new date to save a new set of responses.

To delete your saved responses:

1. Click "**Save or Update My Responses**"
2. Click "**Delete.**"
3. Select your name. Your responses will be permanently deleted.