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In the questions that follow, we ask you to (1) provide basic demographic information about yourself, (2) provide basic descriptive information about the worker you choose to assess with the VFA-W, and (3) use the VFA-W to assess a worker (i.e., Project SEARCH intern) with a disability. To complete the VFA-W, you must choose a worker that you are familiar with. Your assessment of the chosen worker should be based on your experiences supporting that worker in work settings. Your ratings **MUST NOT** consider the demands of the job, only the abilities of the worker. Please answer these questions as completely and honestly as possible.



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Below, we request that you provide basic demographic information about yourself. Your name and email address are required in order to receive Job Matching Reports for each student.

What is the name of your Project SEARCH site?

What is your first name?

What is your last name?

What is your preferred email address?

What is your age?

- 18 to 24
- 25 to 34
- 35 to 44
- 45 to 54
- 55 to 64
- 65 to 74
- 75 or older

What is your race?

- White
- Black or African American
- Hispanic
- Native Hawaiian or other Pacific Islander
- American Indian or Alaska Native

Other (please specify)

What is your gender?

- Female
- Male

Who are you? (Select all that apply)

- Student
- Job Coach
- Caregiver/ Parent
- Employer
- Teacher

Other (please specify)

How long have you worked (been involved) in transition (in years)?



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Please create a unique identifier for the worker (i.e., student intern) that you are assessing. Record this value in your personal files.

Identify the worker's primary area of disability:

- | | |
|--|--|
| <input type="radio"/> Autism | <input type="radio"/> Deaf-Blindness |
| <input type="radio"/> Deafness | <input type="radio"/> Developmental Delay |
| <input type="radio"/> Emotional Disturbance | <input type="radio"/> Hearing Impairment |
| <input type="radio"/> Intellectual Disability | <input type="radio"/> Multiple Disabilities |
| <input type="radio"/> Orthopedic Impairment | <input type="radio"/> Other Health Impairment |
| <input type="radio"/> Specific Learning Disability | <input type="radio"/> Speech or Language Impairment |
| <input type="radio"/> Traumatic Brain Injury | <input type="radio"/> Visual Impairment, Including Blindness |

Worker is currently employed?

- Yes No

Number of hours the worker works per week:

What is the worker's wage?

Worker is currently seeking employment?

- Yes No

Worker works or is seeking employment in the following type of setting:

Trade

Retail

Manufacturing

Custodial

Clerical

Food Service

Other (please specify)



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Please remember, to complete the VFA-W, you must choose a worker that you are familiar with. Your assessment of the chosen worker should be based on your experiences supporting that worker in work settings. Your ratings MUST NOT consider the demands of the job, only the abilities of the worker.



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Choose the appropriate column indicating student ability level for related behaviors:

	High Ability	Some Ability	Low Ability
Handles stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Makes eye contact	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Refrains from unnecessary social interaction (talking)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Admits mistakes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accepts praise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperative and courteous	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listens and pays attention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Expresses personal needs (restroom breaks, doctor visits)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Respects rights and privacy of others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Asks for help and clarification when needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates adequately (initiates conversation, does not interrupt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains clean appearance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dresses appropriately for job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Body hygiene	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows directions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accepts constructive criticism/ feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows rules and regulations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains good attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arrives on time for work and leaves on time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attends to job tasks consistently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completes tasks accurately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works at an appropriate rate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiates new tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works well with co-workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows the proper chain of command	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Physical Abilities

To what degree does the worker demonstrate the ability to...

	High Ability	Some Ability	Low Ability
twist the body?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
bend the body?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
keep or regain balance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work low to the ground (e.g., crouch, stoop, kneel)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
stand?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
run?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
perform physical activities (e.g., working on an assembly line) repetitively?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work in awkward positions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
lift heavy materials (i.e., 40 pounds)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work in cramped work spaces?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work for prolonged periods (e.g., 30 minutes) without a break?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Self-Determination

To what degree does the worker demonstrate the ability to...

	High Ability	Some Ability	Low Ability
make choices, decisions, and plans to meet own goals?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
take action to complete own plans successfully?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
set personal goals that satisfy own interests and needs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
evaluate the results of own actions to determine effectiveness?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
change actions or plans to meet work goals?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
determine priorities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
make decisions independently?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
identify and express own strengths and weaknesses?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
determine customers' needs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
determine work activities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
anticipate the thoughts/actions of others?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Work Structure

To what degree does the worker demonstrate the ability to...

	High Ability	Some Ability	Low Ability
meet strict deadlines?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
pace work according to the demands of the work (productivity)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
follow established procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
follow a regular schedule of tasks and work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
follow the chain of command?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work a full week (1 FTE; i.e., 32-40 hours per week)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
deal with change?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work outdoors, exposed to all weather conditions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work outdoors, under cover?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work in very hot (above 90 F degrees) temperatures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work in very cold (below 32 F degrees) temperatures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work exposed to uncomfortable sounds/noise levels?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work exposed to distracting sounds/noise levels?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Cognitive Abilities

To what degree does the worker demonstrate the ability to...

	High Ability	Some Ability	Low Ability
perform mental activities (e.g., checking entries in a ledger) repetitively?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
count, weigh, measure, or organize materials?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
sort, assemble, and proof completed work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
comprehend/read instructions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
be very exact/very accurate?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
recognize when equipment is not working?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
recognize when supplies are running low?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
add, subtract, multiply, and divide?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
concentrate on a task over time without becoming distracted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
shift attention back and forth between tasks or sources of information?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
know your location in relation to the environment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Computer Skills

To what degree does the worker demonstrate the ability to...

	High Ability	Some Ability	Low Ability
navigate to a specific web address?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
save a file/document to a specific location?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
locate and open a saved file/document?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
click on a desired web link?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
type text to create a document?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
scroll through a web page to find specific information?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
access an email system using a username and password?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
enter text applying basic key functions (e.g., space bar, enter/return, shift, delete, backspace)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
print a file/document?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
reply to an email message?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
close a software program?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
read a received email?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
use an online search engine?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
recognize and start a software program?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
attach a file to an email?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
compose and send an original email message?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Higher Task-Related Abilities

To what degree does the worker demonstrate the ability to...

	High Ability	Some Ability	Low Ability
load machines with office or industrial materials (e.g., blank paper)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
deliver completed work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
stock or restock supplies?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
operate office machines (e.g., copiers, scanners, faxes)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
place materials into storage (e.g., file cabinets, boxes, bins)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
perform clerical duties (e.g., sort mail, run errands, send faxes, scan)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
select materials needed to complete work tasks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
setup and adjust machines?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
setup work station?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
monitor system status?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Lower Task-Related Abilities

To what degree does the worker demonstrate the ability to...

	High Ability	Some Ability	Low Ability
start and stop machines using levers or buttons?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
clean work surfaces (e.g., shelves, counters, tables)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
clean work tools (e.g., equipment, tools, dishes)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
select items from serving or storage areas and place them in dishes, on trays, or bags?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
clean work areas (e.g., sweeping, mopping)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
prepare dining areas for meals and/or snacks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
move supplies (e.g., by hand, cart, dolly)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
serve food orders to customers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
gather and empty trash?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
service, clean, and supply restrooms?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Communication Skills

To what degree does the worker demonstrate the ability to...

	High Ability	Some Ability	Low Ability
communicate face-to-face with others?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work with external customers or the public?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
deal with conflict?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
deal with unpleasant, angry, or discourteous individuals?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
communicate with others on the telephone?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
answer questions about items available for public use or purchase?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
speak clearly so that others can understand?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
understand the speech of another person?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Interpersonal Skills

To what degree does the worker demonstrate the ability to...

	High Ability	Some Ability	Low Ability
work with a co-worker in a group or team?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
cooperate with others to accomplish work activities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
show compassion towards coworkers and/or clients?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work in close physical proximity to other people?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
follow directions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
greet customers entering establishments?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
monitor own body language?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
listen actively?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ask clarifying questions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Safety

To what degree does the worker demonstrate the ability to...

	High Ability	Some Ability	Low Ability
work exposed to hazardous equipment or conditions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work exposed to contaminants (e.g., pollutants, gases, dust, odors)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work exposed to minor burns, cuts, bites, or stings?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
work exposed to potential disease or infection?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
maintain sanitation, health, and safety standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
identify safety hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
wear common protective or safety equipment (e.g., safety glasses, gloves, hard hat)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
follow institutional hand-washing standards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
monitor personal hygiene?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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You have completed the VFA-W!