

# PAES® Practical Assessment Exploration System

## Summary of Performance

Shanna Wilson

Student ID:

Birthdate: 1/1/0001

School: Miller Lab






Evaluator: Bill Jones

Grade:

### QUANTITY of Work Completed:

TOTAL Number of Jobs Attempted:	220
TOTAL Number of Jobs Attempted Correctly:	220
Attendance - Hours present for PAES:	160
Amount of Production Standard Met:	55%

### APTITUDE:

			Number of Jobs Performed	
			Correctly	Attempted
		0 30 70 100		
BUSINESS/MARKETING	65%		45	45
COMPUTER/TECHNOLOGY	70%		39	39
CONSTRUCTION/INDUSTRIAL	66%		34	34
PROCESSING/PRODUCTION	81%		60	60
CONSUMER/SERVICE	58%		42	42



Aptitude Scores above 70% suggest semi-competitive / semi-independent performance with minimal or no support in vocational classes and entry level employment



Aptitude Scores between 30% and 70% suggest additional job skills training or supported work experience to help prepare for entry level employment



Aptitude Scores below 30% suggest on-going job skills training and unpaid work experiences

\* Completed less than 8 Jobs. Score is likely elevated.

### INTERESTS:

	High	Moderate	Low	Composite Scores
BUSINESS/MARKETING	11%	89%	0%	56%
COMPUTER/TECHNOLOGY	5%	95%	0%	53%
CONSTRUCTION/INDUSTRIA	0%	97%	3%	49%
PROCESSING/PRODUCTION	0%	98%	2%	49%
CONSUMER/SERVICE	2%	98%	0%	51%

## PAES Aptitude Scores are based on Composite Scores

### AMOUNT of ASSISTANCE Needed to Perform Entire Job Correctly:

	Independent	Verbal	Demonstration	Guided Practice	Composite Scores
BUSINESS/MARKETING	51%	31%	16%	2%	82%
COMPUTER/TECHNOLOGY	26%	44%	26%	5%	71%
CONSTRUCTION/INDUSTRIAL	21%	38%	38%	3%	69%
PROCESSING/PRODUCTION	75%	20%	5%	0%	93%
CONSUMER/SERVICE	17%	43%	38%	2%	68%
				Assistance Composite	77%



### QUALITY of WORK PERFORMED - First Trial Accuracy:

	Correct	Few Errors	Many Errors	Composite Scores
BUSINESS/MARKETING	60%	33%	7%	77%
COMPUTER/TECHNOLOGY	59%	28%	13%	74%
CONSTRUCTION/INDUSTRIAL	74%	24%	3%	85%
PROCESSING/PRODUCTION	83%	17%	0%	92%
CONSUMER/SERVICE	55%	31%	14%	71%



Quality Composite 80%

### WORK RATE - First Trial:

	Competitive	Semi-Competitive	Non-Competitive	Composite Scores
BUSINESS/MARKETING	2%	44%	53%	27%
COMPUTER/TECHNOLOGY	44%	28%	28%	59%
CONSTRUCTION/INDUSTRIAL	6%	32%	62%	25%
PROCESSING/PRODUCTION	28%	38%	33%	49%
CONSUMER/SERVICE	5%	26%	69%	21%



Work Rate Composite 36%

### NUMBER of TRIALS Needed to Perform Entire Job Correctly:

	One	Two	Three	Four Or More	Composite Scores
BUSINESS/MARKETING	60%	22%	16%	2%	75%
COMPUTER/TECHNOLOGY	54%	44%	0%	3%	76%
CONSTRUCTION/INDUSTRIAL	74%	26%	0%	0%	87%
PROCESSING/PRODUCTION	83%	13%	3%	0%	91%
CONSUMER/SERVICE	55%	31%	12%	2%	73%



Number of Trials Composite 80%

# PAES Job Skills Performance Summary

## PERF - Performance Scores

- 1 = Performed Correctly on the FIRST TRIAL with NO ASSISTANCE
- 2 = Performed Correctly with MINIMAL ASSISTANCE or FEW TRIALS
- 3 = Performed Correctly with MUCH ASSISTANCE or MANY TRIALS
- S = Subtasks performed correctly with a Verbal prompt

## INT - Interests

- 1 = High Interest
- 2 = Moderate Interest
- 3 = Low Interest

## RFI - Recommended for Follow-Up Instruction

## ACC - Accommodations

- |                                    |                         |                          |
|------------------------------------|-------------------------|--------------------------|
| A = Job Sample                     | E = Taped Audio Prompts | I = Assistive Technology |
| B = Entire Job Model               | F = Interpreter         | J = Extra Time           |
| C = Visual Guide                   | G = Color Coding        | K = Behavior Supports    |
| D = Enlarged Print / Illustrations | H = Assistive Device    | M = Job Modification     |

## Business / Marketing

### ACC RFI INT PERF

### ACC RFI INT PERF

<b><u>Alphabetizing</u></b>			
1	2	<b>AB1</b>	First Letter
		<b>AB2</b>	Second Letter
		<b>AB3</b>	Third and Fourth Letter
		<b>AB4</b>	Locate Name in White Pages
		<b>AB5</b>	Locate Name in Yellow Pages
		<b>AB6</b>	Up to Fourth Letter - 117 Cards

1	2	<b>MC1</b>	5c, 1c
	2	<b>MC2</b>	10c, 5c, 1c
	3	<b>MC3</b>	25c, 10c, 5c, 1c
	2	<b>MC4</b>	50c, 25c, 10c, 5c, 1c
	3	<b>MC5</b>	Count Change From \$1
	2	<b>MC6</b>	Count Change Back

<b><u>Information Filing</u></b>			
1	2	<b>IF1</b>	First Letter Book Title
		<b>IF2</b>	Second Letter Book Title
		<b>IF3</b>	Second and Third Letter
		<b>IF4</b>	Check Out Name & Book Title
		<b>IF5</b>	Author by Title
		<b>IF6</b>	Author, Title & Subject

<b><u>Cash Register</u></b>			
	3	<b>CR1</b>	Enter Double Digits
	3	<b>CR2</b>	Enter Triple Digits
	3	<b>CR3</b>	Enter Two Departments
		<b>CR4</b>	Counting Out Change
		<b>CR5</b>	Void and Subtotal Keys
		<b>CR6</b>	Use Multiple Item Key

<b><u>Numerical Sorting</u></b>			
1	2	<b>NS1</b>	1 to 100
1	2	<b>NS2</b>	By 10's
		<b>NS3</b>	By 100's
		<b>NS4</b>	By 1,000's
		<b>NS5</b>	By 10,000's
		<b>NS6</b>	by 100,000's

<b><u>Ten Key Calculator</u></b>			
	3	<b>TK1</b>	Use home keys 4, 5 & 6
	2	<b>TK2</b>	Use Above Keys & 0
		<b>TK3</b>	Use Above Keys & 7
		<b>TK4</b>	Use Above Keys & 8
		<b>TK5</b>	Use Above Keys & 9
		<b>TK6</b>	Use Above Keys & 1,2,3

M	<b><u>Collating</u></b>		
	1	3	<b>CO1</b> 10 Stacks of 5 Pages
	1	2	<b>CO2</b> 5 Booklets - 10 Pages
			<b>CO3</b> 8 Booklets - 5 Pages
			<b>CO4</b> 10 Booklets w/10 pages
			<b>CO5</b> Centerfold Booklets
			<b>CO6</b> Two-Sided Pages

<b><u>Typing</u></b>			
	S	<b>TP1</b>	Home Keys - asdfjkl;
		<b>TP2</b>	Home Keys - asdfjkl;
		<b>TP3</b>	Home Key Words & Phrases
		<b>TP4</b>	Home Keys, b & c - Words
		<b>TP5</b>	Home Keys, b & c - Words
		<b>TP6</b>	Home Keys, b & c - Words/Phrases

# PAES Job Skills - Strengths and Progress Report

## Number of Jobs Performed Correctly (6 possible) and Job Performance Score Summary

See Anecdotal/Subtask Report when Units are marked with M or S:

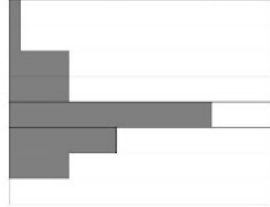
M = One of more Jobs Performed Correctly with Modifications

S = Subtasks Performed Correctly on One or More Jobs

### Business / Marketing

AB Alphabetizing  
IF Information Filing  
NS Numerical Sorting  
CO Collating  
MC Making Change  
CR Cash Register  
TK Ten Key Calculator  
TP Typing

1 2 3 4 5 6



S

### Job Performance Score Summary

113

M

AB  
IF  
NS  
CO  
MC  
CR  
TK  
TP

### Computer / Technology

DE Data Entry  
WD Word Processing  
MT Mailing Technology  
EM Email  
IT Info Technology  
IM Info Management  
PP Power Point  
DP Digital Photos

1 2 3 4 5 6



### Job Performance Score Summary

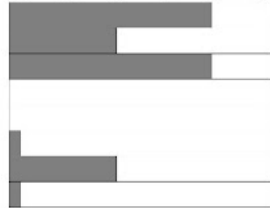
219

DE  
WD  
MT  
EM  
IT  
IM  
PP  
DP

### Construction / Industrial

SM Shop Measurement  
WB Wrenches & Bolts  
SN Screws & Nails  
SS Shop Saws  
WP Wood Project  
MP Metal Project  
EP Electrical Project  
PI Parts Identification

1 2 3 4 5 6



S

M

### Job Performance Score Summary

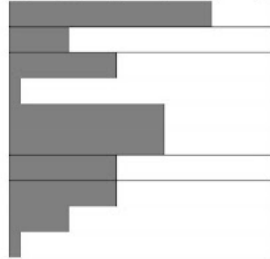
181

SM  
WB  
SN  
SS  
WP  
MP  
EP  
PI

### Processing / Production

BA Bolt Assembly  
PA Pipe Assembly  
CA Color Assembly  
FD Form Design  
PD Peg Design  
VP Visual Perception  
TD Thread Design  
PC Paper Cutting  
AT Analog Time  
DT Digital Time

1 2 3 4 5 6



S

### Job Performance Score Summary

197

BA  
PA  
CA  
FD  
PD  
VP  
TD  
PC  
AT  
DT

### Consumer / Service

FM Food Measurement  
FP Food Production  
KA Kitchen Appliances  
FS Food Service  
FW Food Weights  
CM Cloth Measurement  
HS Hand Sewing  
MS Machine Sewing  
CC Cloth Construction  
HC Housekeeping / Custodial

1 2 3 4 5 6



### Job Performance Score Summary

169

FM  
FP  
KA  
FS  
FW  
CM  
HS  
MS  
CC  
HC

# PAES - Subtask Assessment - Instruction Recommendations - Comments

IND	= Performed Independently with Verbal Prompt	For Job Coaches / CBI Teachers
RFI	= Recommended for Follow-up Instruction	For Classroom Teachers
ACC	= Accommodations Provided	
	A = Job Sample	E = Taped Audio Prompts
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		I = Assistive Technology
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		M = Job Modification

<u>Component</u>	<u>ACC</u>	<u>RFI</u>	<u>IND</u>	<u>Unit / Job / Subtasks</u>
Business / Marketing				<b>Typing</b>  <b>TP1-Home Keys - asdfjkl;</b> IND Recognize upper & lower case letters IND Match lower case letters with keyboard letters Identify home key letters on keyboard Use correct fingers on home keys IND Use space bar when needed Use return key when needed Type letters and spaces
Construction / Industrial	K J			<b>Shop Saws</b>  <b>SS1-Crosscut Saw &amp; Tri-Square</b> IND Identify needed tools & equipment IND Open, close & tighten wood vise IND Place wood block in vise • Use tri-square to measure 3" on 2" x 4" board • Use tri-square to mark cutting line Hold crosscut saw properly Saw on marked line Use long steady strokes with crosscut saw
Processing / Production				<b>Pipe Assembly</b>  <b>PA1-Identify 30 Pipe Fittings</b> IND Locate & place fittings on Diagrams A IND Locate & place fittings on Diagrams B IND Locate & place fittings on Diagrams C Locate & place fittings on Diagrams D Locate & place fittings on Diagrams E IND Locate & place fittings on Diagrams F IND Locate & place fittings on Diagrams G
Consumer / Service				<b>Machine Sewing</b>  <b>MS1-Sew Straight Lines</b> Anecdotal Comments: Draw lines in green for stopping point



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# PAES® Workplace Soft Skills - Strengths and Barriers to Success

## Community Placement Options Increase as Barriers Improve

Employee \_\_\_\_\_ Home School \_\_\_\_\_

Date of Initial Review \_\_\_\_\_ Date of Final Review \_\_\_\_\_

☒ = Initial Ratings      ☐ = Final Ratings

1 = Strength    2 = No Problem    3 = MINOR Barrier to Success    4 = MAJOR Barrier to Success

1	2	3	4






### Pre-Employment

1. Hygiene and Grooming
2. Communication Skills
3. Motivation
4. Behavior

### Job Performance and Productivity

5. Physical Capacity
6. Staying on Task
7. Quality of Work
8. Production Rate

### Work Habits and Attitudes

9. Attendance
10. Punctuality
11. Frustration Tolerance
12. Personal Complaints
13. Distractions
14. Reactions to Non-Preferred Work
15. Reactions to Monotonous Tasks

### Work Related Skills

16. Following Directions
17. Problem Solving
18. Rules and Safety
19. Care of Equipment / Waste of Materials
20. Cleanliness of Work Area

### Learning and Transfer of Job Skills

21. Possession of Basic Job Skills
22. Amount of Assistance needed to Learn Tasks
23. Retaining "Hands-On" Skills
24. Retaining "Cognitive" Skills

### Interactions with Supervisors / Co-Workers

25. Intervention Needed to Maintain Independence
26. Accepting Supervisor Authority
27. Response to Close Supervision
28. Requests for Assistance
29. Reactions to Criticism
30. Getting Along with Co-Workers

NAME: \_\_\_\_\_

RATER: \_\_\_\_\_

## PAES® WORKPLACE SKILLS GOALS

WORKPLACE SKILLS AREA	DATE	Productive Results? Yes No
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WORKPLACE SKILLS AREA	DATE	Productive Results? Yes No
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WORKPLACE SKILLS AREA	DATE	Productive Results? Yes No
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# PAES® Daily Points with Editable Goals

Employee Name		Lab Period		Week of:	
PAES Supervisor					

Appropriate = + Improvement Needed = 0

		RATINGS					COMMENTS	
	GOALS	Day 1	Day 2	Day 3	Day 4	Day 5		
1.	Attendance – Calls in absent						Workplace Skills Goal 1:	
2.	Keeps busy all period							
3.	Cooperates with Supervisor							
4.	Considerate of Co-workers							
5.	Communicates appropriately						Workplace Skills Goal 2:	
6.	Does not argue or complain							
7.	Accepts suggestions for improvement							
8.	Practices safe and appropriate work habits							
9.	Returns materials to proper places						Workplace Skills Goal 3:	
10.	Brings pencil to class							
11.	Uses time clock software correctly							
12.	Returns signed Points Record							
TOTAL DAILY POINTS FOR PAES JOBS							Bonus Pts	Week TOTAL
TOTAL DAILY POINTS								

PAES Supervisor Signature

PAES Employee Signature

Parent / Guardian Signature

E2020

## PAES® Assessment Narrative

Employee: \_\_\_\_\_ Report Date: \_\_\_\_\_

School: \_\_\_\_\_ Evaluator: \_\_\_\_\_

In PAES® Lab: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Total Hours: \_\_\_\_\_

Number of PAES® Jobs Attempted: \_\_\_\_\_ Number Completed Accurately: \_\_\_\_\_

Production Standard Met: \_\_\_\_\_%

**JOB SKILLS - STRENGTHS:**

**JOB SKILLS - POTENTIAL STRENGTHS:**

**PRIMARY INTERESTS:**

**WORKPLACE SKILLS - STRENGTHS:**

**WORKPLACE SKILLS - NEEDS:**

**RECOMMENDATIONS FOR COMMUNITY-BASED EMPLOYMENT:**

**RECOMMENDATIONS FOR ADDITIONAL TRAINING AND INSTRUCTION:**