

# Transition to Employment Checklists

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## Skills for Postsecondary Pathways

*Student Edition*



Autism Programs and Services  
Toronto Catholic District School Board



**AUTISM PROGRAMS**  
School Support Program

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## Introduction:

If you are planning on going to work immediately after high school, there are skills that will help you be successful. Once you fill out these checklists, you will gain a better understanding of the skills you already have, as well as, the skills you need to practice. You may be able to practice skills in a Co-Operative Education or work experience placement. It is best to gain as much experience as you can while in high school. The skill sets within these checklists are designed to provide every opportunity for you to experience successful employment after high school.

## About This Document

The resource has been broken down into the following subcategories;

Executive Functioning Skills	Independent Living Skills	Social Skills
Time Management Organizational Skills Flexibility Independence & Initiative Getting the Job	Navigating a New Environment  Self-Help Skills	Conversational Skills  On-the-Job Social Interaction Skills

## Using This Document

This document contains several checklists that will help you succeed in the workplace and community. Each checklist begins with **HS Transition Goal**. This is a goal that is encouraged to be developed while in high school. It is followed by a list of steps to help you achieve that goal. **End Goal** is what is expected to be achieved after working on the steps listed above. There may be many skills that need development and that's okay, they will develop over time. This document would be a beneficial tool to use every year to determine progress towards your goals. At the end of each checklist is a box labeled **Next Step** which is where you can plan forward.

Follow this legend as you complete each checklist.

**Y- Yes I do this,**

**N- No, I need to do this,**

**S- Someone does this for me,**

**N/A- Not applicable to me.**

[Type text]

# Executive Functioning Skills

## 1. Time Management

**HS Transition Goal: I will learn to manage a school schedule in order to meet multiple course deadlines.**

Do I...	Y	N	S	N/A
Arrive to class/work placement on time?				
If late for class/work placement, do I still attempt to attend?				
Attend class/work placement even when not prepared?				
Leave school/work placement on time?				
Take the precise amount of time for breaks and/or lunch?				
Attend school/work placement on a regular basis?				
Alert teacher/boss when I will be away from school/placement?				
Complete tasks on time?				
Seek out other tasks to complete when finished a task?				

**End Goal: I will independently manage a work schedule.**

**Next step:**

## 2. Organizational Skills

**HS Transition Goal: I will begin developing skills in organization while attending high school.**

Do I...	Y	N	S	N/A
Bring necessary items to class/work placement?				
Maintain the appearance of my work stations (desk, locker, etc.)?				
Use a strategy to keep organized and on task? (clock, watch, app, agenda, etc.)				
Follow verbal and/or written instructions?				
Keep track of my belongings?				

**End Goal: I will have the tools to organize myself at work.**

**Next step:**

[Type text]

### 3. Flexibility

**HS Transition Goal: I will learn strategies in flexible thinking to cope with changes in class/school, as well as the workplace environment**

Do I...	Y	N	S	N/A
Stop what I am doing to complete a new task being requested by teacher/boss?				
Accept criticism/feedback on my work?				
Implement criticism/feedback to improve my work?				
Display flexibility when a change in routine or work task occurs?				
Adapt to increased demands in the workload?				
Adapt to decreased demands in the workload?				

**End Goal: I will be able to accept change in a socially appropriate and professional manner.**

**Next step:**

### 4. Independence & Initiative

**HS Transition Goal: I will learn to engage in the task at hand with minimal prompting.**

Do I...	Y	N	S	N/A
Begin a task without my teachers or supervisors telling me to?				
Ask questions when unsure of what I am supposed to do?				
Ask for more work, or next steps, when finished an assignment?				
Avoid time wasters when there is work to complete? (cellphone, gaming system, etc.)				
Work with minimal supervision?				
Display initiative by offering to help peers in class/workplace?				

**End Goal: I will independently be able to start and finish tasks with minimal prompting and supervision.**

**Next step:**

[Type text]

## 5. Getting the Job

**HS Transition Goal: I will develop the necessary job skills to prepare me for the employment pathway.**

Do I...	Y	N	S	N/A
Locate appropriate job ads on the computer/newspaper?				
Initiate contact with hiring employer to attain a job application?				
Fill out and submit a job application?				
Compose a cover letter for position applying?				
Complete an updated resume?				
Complete an updated references sheet?				
Submit a cover letter and resume to appropriate company personnel?				
Set up a date and time for an interview, when contacted?				
Create a portfolio outlining skills and abilities to be showcased in an interview?				
Conduct my behaviour appropriately in an interview?				

**End Goal: I will independently be able to seek out employment opportunities and apply for positions.**

**Next step:**

[Type text]

# Independent Living Skills

## 1. Navigating a New Environment

**HS Transition Goal: I will learn navigating skills in and around the high school and community.**

Do I...	Y	N	S	N/A
Know how to get to and from school/workplace?				
Know an alternative route to and from school/workplace?				
Know how to apply for a driver's license and/or TTC pass?				
Know how to use the TTC?				
Know where to locate different areas of the school/workplace? (washrooms, work spaces, lunch area)				
Know where to go for lunch in the surrounding community?				
Know where to locate areas of the school/workplace designated for hanging out with peers?				
Know where to locate the first aid kit and/or manager's office?				
Know whom to call if the door to my work placement is locked?				

**End Goal: I will independently navigate the community and workplace by any means of transportation.**

**Next step:**

## 2. Self-Help Skills

**HS Transition Goal: I will develop the necessary life skills required of a student.**

Do I...	Y	N	S	N/A
Buy food from the cafeteria/community?				
Practice safety rules in the workplace? (WHMIS)				
Dress appropriately for school/work?				
Wear appropriate footwear for school/work?				
Maintain personal oral hygiene?				
Maintain personal physical hygiene/grooming?				

**End Goal: I will independently manage my personal life skills.**

**Next step:**

[Type text]

# Social Skills

## 1. Conversational Skills

**HS Transition Goal: I will learn to engage in conversation with various peers/teachers while in the high school setting.**

Do I...	Y	N	S	N/A
Initiate conversation with others?				
Engage in conversation with others?				
Display turn taking ability in conversations?				
Choose appropriate topics of conversation in the class/workplace?				
Use appropriate language with peers/teachers/supervisors?				
Read non-verbal social cues from others?				
Maintain eye contact with others during conversation?				
Speak in the correct tone of voice in conversation?				
Speak in the correct volume of voice in conversation?				

**End Goal: I will independently converse with a variety of people in a variety of settings.**

**Next step:**

## 2. On-the-Job Social Interaction Skills

**HS Transition Goal: I will learn the hidden curriculum around social and work etiquette.**

Do I...	Y	N	S	N/A
Greet others upon seeing him/her for the first time during the day?				
Follow appropriate meeting etiquette? (cellphone away, pen & paper ready)				
Display table manners while eating with others?				
Display awareness of others personal space when sharing a desk?				
Display social etiquette while at work? (speaking quietly, speakers on low, etc.)				
Deal with sensory needs in a socially appropriate way?				

**End Goal: I will independently manage the hidden curriculum in school and workplace settings.**

**Next step:**

[Type text]

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