

Transition Team Survey

Student Information

Name _____
Date _____

Team Member Information

Name _____
Role/Position _____

Mark "S" for strengths and "N" for skills that need improvement (leave others blank). Then circle priorities.

MG	Workplace Skills and Attitudes
	Be trustworthy, honest, and ethical.
	Show respect for self, others, authority.
	Be in control of emotions.
	Show a desire to work.
	Be open to learning and technology.
	Be organized.
	Be thorough.
	Make effective decisions.
	Solve problems effectively.
	Learn from experience.

MG	Basic Academic Skills
	Carry out math calculations accurately.
	Solve problems using math skills.
	Comprehend written information well.
	Follow written instructions well.
	Write clearly and to the point.
	Use correct mechanics and grammar.
	Present ideas in a clear/logical manner.
	Follow verbal directions well.
	Take effective notes.
	Locate information from many sources.
	Practice good citizenship.

MG	Responsibility
	Come promptly and prepared.
	Have a positive work ethic.
	Set and meet high quality standards.
	Follow directions promptly.
	Take initiative.
	Do own share of the work.
	Work well without supervision.
	Complete tasks on time/to expectations.
	Accept responsibility for actions.

MG	Habits of Wellness
	Practice personal grooming/hygiene.
	Develop good nutritional habits.
	Maintain personal fitness.
	Participate in leisure activities.
	Maintain healthy relationships.
	Manage stress.
	Participate in regular health care.
	Make healthy sexual choices.
	Avoid substance abuse.
	Maintain a home.

MG	Interacting Well with Others
	Make an appropriate impression.
	Be customer friendly.
	Work well with co-workers.
	Use language appropriate to workplace.
	Converse effectively on the telephone.
	Interact well in a group setting.
	Listen well.
	Promote ideas effectively/appropriately.
	Consider the contributions of others.
	Be willing to "give and take."
	Work toward group goals.
	Provide leadership when appropriate.

MG	Planning for Success
	Advocate for self.
	Set and achieve important goals.
	Have an effective portfolio.
	Have an effective resume.
	Possess effective interviewing skills.
	Know how to find employment.
	Manage money effectively.
	Access community resources.

MG	Computer and Internet Skills
	Operate a computer with confidence.
	Possess basic word processing skills.
	Possess basic Internet skills.
	Conduct effective Internet searches.
	Manage an email program.