Purpose: To help teacher to determine exact amount of support required for specific job tasks; to help school staff develop and implement systematic instruction; to help school staff complete PWB Employment Transition Record.

Directions: Employee's teacher should indicate with a tally the number of indirect and direct prompts the employer/coworker provides for the employee to complete work tasks. No tally indicates independent completion of task. Please include all of the employee's work tasks.

Tips: Filling out on three different days will give a more accurate picture of the necessary prompts. Break down tasks into smaller actions if necessary.

Teacher can have other school staff (i.e., job coaches) complete analysis to ensure reliability.

Employee:	Business:	_ Supervisor:
Work hours:		Supervisor Phone:
Job Duties and Responsibilities:		

Ex. of indirect prompts (I): Look's like you're ready for the next step./Did you make your time?
Ex. of direct prompts (D): Now get the bucket./Your alarm went off before you were done, so you didn't make your time.
Minutes (M): Indicate how many minutes it took the employee to complete that task.

Staff:	Date:			Date:			Date:			
Task	I	D	M	I	D	M	Ι	D	M	Comments

Staff:	Date:	Date: D		Date:		Date:				
Task	I	D	M	Ι	M	T	Ι	D	M	Comments