

DATA COLLECTION FORM

FULL NAME

Joseph Doe

DATE

8/26/09

SS#

| 1 | WORK SAMPLE | 2 | TIME | 3 | 4 | ERRORS | 5 |
|---|--|---------------|-------|--------------------|---|--------|-----|
| ✓ | 1. MAIL SORT - Visual Discrimination (5) | STOP START | _____ | 960 (S) 16 (M) | MAXIMUM TIME ALLOWED (in seconds & minutes) | 160% | 15 |
| | 2. ALPHABETIZING - Clerical/Verbal/Sequencing | STOP START | _____ | 540 (S) 9 (M) | | | 7 |
| | 3. VISUAL MAZE - Visual Motor Coordination | STOP START | _____ | 360 (S) 6 (M) | | | 10 |
| ✓ | 4. PAYROLL COMPUTATION - Clerical/Numerical Perception (5) | STOP START | 8:28 | 600 (S) 10 (M) | | 80% | 3 |
| | 5. PATIENT INFORMATION MEMO - Follows Written Instructions | STOP START | _____ | 1620 (S) 27 (M) | | | 20 |
| ✓ | 6A. SMALL PARTS A - Fine Motor Coordination | STOP START | 5:30 | 420 (S) 7 (M) | | | N/A |
| ✓ | 6B. SMALL PARTS B - PART 1 Finger Dexterity (4) | STOP START | 4' | 360 (S) 6 (M) | | | N/A |
| ✓ | 6B. SMALL PARTS B - PART 2 Finger Dexterity | STOP START | 5' | 360 (S) 6 (M) | | | N/A |
| | 7. RULER READING - Measurement Skill | STOP START | _____ | 480 (S) 8 (M) | | | 9 |
| ✓ | 8. PIPE ASSEMBLY - Manual Dexterity (3) 3-4 | STOP START | 3:23 | 720 (S) 12 (M) | | 100% | 3 |
| | 9. O-RINGS - Form Perception | STOP START | _____ | 420 (S) 7 (M) | | | 7 |
| | 10. BLOCK DESIGN - Spatial Perception | STOP START | _____ | 360 (S) 6 (M) | | | 5 |
| | 11. COLOR SORT - Color Discrimination | STOP START | _____ | 180 (S) 3 (M) | | 2 | |
| ✓ | 12. CIRCUIT BOARD - Follows Diagrammed Instructions (5) | STOP START | 3:40 | 480 (S) 8 (M) | 100% | 5 | |

CHECK BOXES WITH EXCESSIVE ERRORS

WORK BEHAVIORS RATING SCALE

1: SUPERIOR 2: ABOVE AVERAGE 3: AVERAGE 4: BELOW AVERAGE 5: NEEDS IMPROVEMENT

1. APPEARANCE

1 (2) 3 4 5

2. COMMUNICATION SKILLS

1 2 3 (4) 5

3. CONFORMS TO RULES

(1) 2 3 4 5

4. ENDURANCE

1 (2) 3 4 5

5. INITIATIVE

1 (2) 3 4 5

6. INTERPERSONAL TRAITS

1 2 3 (4) 5

7. REACTIONS TO ASSIGNED TASKS

(1) 2 3 4 5

8. SAFETY CONSCIOUSNESS

(1) 2 3 4 5

COMMENTS:

Plumbing Helper.