

### Job Performance Measure

- Transfer core task descriptions for client’s job from O\*NET website to form (<http://www.onetonline.org/>) .
- Review task descriptions with client; modify descriptions to accurately reflect the client’s job duties.
- If client performs additional work tasks on a daily basis that are not recorded, add these tasks to form.
- Record client’s frequency ratings for each task using 1-7 scale (show them next page).
- Record client’s perception of current ability to perform the job task ratings on 1-10 scale (next page).
- Total performance ratings and divide by number of tasks rated.
  - ***I need to understand the job task you do at work and how well you think you can currently do these tasks. Here is a list of the job tasks for your job title. How often do you do each of these tasks?***
  - ***If you had to do the task right now, how well do you think you would be able to do it?***

Frequency Rating 1-7	O-NET Task Description	Performance Rating 1-10

Performance Score = Total of all performance ratings \_\_\_\_\_ / Total # of items rated \_\_\_\_\_ =

## PERFORMANCE

1 2 3 4 5 6 7 8 9 10

not able  
to do it

able to do it  
extremely well

## FREQUENCY

- every hour or more (7)
- several times a day (6)
- daily (5)
- more than once a week (4)
- more than once a month (3)
- more than once a year (2)
- once a year or less (1)