

Transition Survey—Sample

"S" indicates a strength on which to capitalize.

"N" indicates a need which should be improved.

Circled (N) indicates a priority that will be improved this year.

Student Information		Team Member Information	
Name _____		Name _____	
Date _____		Role/Position _____	
Mark "S" for strengths and "N" for skills that need improvement (leave others blank). Then circle priorities.			
MG	Workplace Skills and Attitudes	MG	Basic Academic Skills
S	Be trustworthy, honest, and ethical.	S	Carry out math calculations accurately.
	Show respect for self, others, authority.	S	Solve problems using math skills.
(N)	Be in control of emotions.	(N)	Comprehend written information well.
	Show a desire to work.		Follow written instructions well.
	Be open to learning and technology.	(N)	Write clearly and to the point.
(N)	Be organized.		Use correct mechanics and grammar.
	Be thorough.		Present ideas in a clear/logical manner.
N	Make effective decisions.		Follow verbal directions well.
	Solve problems effectively.		Take effective notes.
	Learn from experience.		Locate information from many sources.
			Practice good citizenship.
MG	Responsibility	MG	Habits of Wellness
	Come promptly and prepared.	(N)	Practice personal grooming/hygiene.
N	Have a positive work ethic.	(N)	Develop good nutritional habits.
	Set and meet high quality standards.	(N)	Maintain personal fitness.
(N)	Follow directions promptly.		Participate in leisure activities.
	Take initiative.		Maintain healthy relationships.
N	Do own share of the work.	N	Manage stress.
N	Work well without supervision.		Participate in regular health care.
	Complete tasks on time/to expectations.		Make healthy sexual choices.
N	Accept responsibility for actions.		Avoid substance abuse.
			Maintain a home.
MG	Interacting Well with Others	MG	Planning for Success
	Make an appropriate impression.	(N)	Advocate for self.
S	Be customer friendly.		Set and achieve important goals.
N	Work well with co-workers.		Have an effective portfolio.
	Use language appropriate to workplace.		Have an effective resume.
	Converse effectively on the telephone.		Possess effective interviewing skills.
	Interact well in a group setting.		Know how to find employment.
N	Listen well.	(N)	Manage money effectively.
	Promote ideas effectively/appropriately.	(N)	Access community resources.
	Consider the contributions of others.		
N	Be willing to "give and take."	MG	Computer and Internet Skills
	Work toward group goals.	(N)	Operate a computer with confidence.
	Provide leadership when appropriate.		Possess basic word processing skills.
			Possess basic Internet skills.
			Conduct effective Internet searches.
		(N)	Manage an email program.