



# Basic Skills Screening Tool

<b>Name:</b>	<b>I-Trac Customer ID:</b>
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If any question is answered, "No," or the form could not be completed without reasonable accommodations, the individual should receive priority of service.

1. Do you feel comfortable following written instructions and diagrams?  
 YES  NO
2. Do you feel comfortable filling out basic medical forms and job applications?  
 YES  NO
3. Are you comfortable adding, subtracting, multiplying, and dividing basic numbers up to 3 digits?  
 YES  NO
4. Are you comfortable using a computer?  
 YES  NO
5. Are you comfortable using the internet and sending and receiving emails?  
 YES  NO
6. Do you feel that your English skills (i.e. reading, writing, and speaking) are strong enough to get and keep a job?  
 YES  NO

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*By typing your name above, you are signing this form electronically.*

Name of Career Coach: \_\_\_\_\_