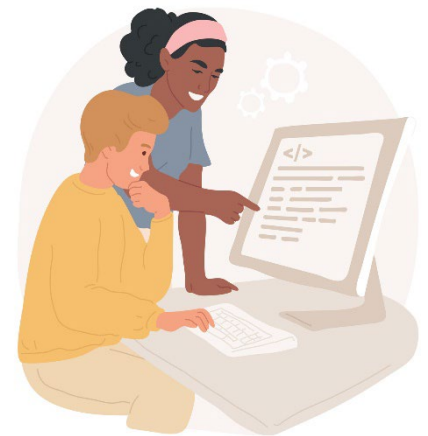


Vocational IEP Goal Ideas

SOFT SKILLS

1. Respond to name being called throughout different settings.
2. Recognize names of others.
3. Respond appropriately to name being called (e.g. "Hi, how can I help you?")
4. Smile, change expressions, and use expressive body movements.
5. Communicate wants/needs.
6. Demonstrate functional use of objects in environment (e.g. Chairs, pens, cups, etc.)
7. Indicate preference.
8. Comply with requests in different settings.
9. Travel to and from school, or in the community safely.
10. Remain seated during a task or activity.
11. Follow directions of teacher (or supervisor).
12. Appropriate personal space (and hands to self).
13. Show positive attitude while engaged in a task.
14. Take turns speaking during a conversation.
15. Make a choice from several activities/choices.
16. Career role play.
17. Understand time cues to change activities.
18. Move quietly from place to place.
19. Move from place to place within an allotted time.
20. Transition from preferred activity to a non-preferred activity.
21. Work cooperatively and share with other peers.
22. Respect property of others.
23. Appropriately gain attention (e.g. tapping on shoulder).



Vocational IEP Goal Ideas

SOFT SKILLS

24. Wait for acknowledgement before requesting something.
25. Ask for assistance in appropriate tone.
26. Use appropriate ways to greet unfamiliar people (e.g. handshake)
27. State solutions to frustrating situations.
28. State appropriate to talk, listen, and work quietly.
29. Introduce self to others.
30. Ask social questions (e.g. "How are you today?")
31. Participate in group activity/project.
32. Express need for a break.
33. Complete task without disturbing others.
34. Stay on task for specific amount of time.
35. Respond appropriately to criticism.
36. Eat snack/lunch in a timely manner (e.g. Similarly to lunch break time:
30 mins.-1 hr.)
37. Utilize chain of command for requesting information or asking for help.
38. Demonstrate ability to receive and deliver a message.
39. Identify consequences of inappropriate anger management.
40. Greet people entering an area/room.
41. Use appropriate voice levels according to situations/areas.



Vocational IEP Goal Ideas

JOB SKILLS

1. Basic use of a computer mouse.
2. Basic typing.
3. Appropriate finger placement when typing (focus on several letters at a time).
4. Review a book, cd, or dvd.
5. Visit/observe job sites (job shadow).
6. Identify different types of businesses (restaurants, department store, grocery store, etc.)
7. Complete a list of tasks.
8. Fill out receipt.
9. Ask teacher or aide "what is next" after completing a task.
10. Make plans that will be carried out later that day/a day or two later.
11. Follow a daily routine.
12. Follow a schedule by checking clock/watch.
13. Sort a variety of items.
14. Match items.
15. Categorize items into categories.
16. Follow multiple step directive.
17. Fold (e.g. Napkins or clothing).
18. Hang clothing.
19. Differentiate/sort sizes.
20. State personal information (first & last name, age, birth date, address, gender, etc.)
21. Fill out or type personal information in designated response box (e.g. job application).



Vocational IEP Goal Ideas

JOB SKILLS

22. State phone number.
23. State emergency contact name and phone number.
24. State work history or vocational related experience.
25. State references & their contact information (with or without visual).
26. Fill out a variety of different job applications.
27. Fill out job interest survey.
28. Complete values/interests survey.
29. Identify job that needs to be done then offer assistance.
30. Show teacher/others that their work is done well.
31. Master a work task.
32. Complete a task within a specified time frame.
33. Complete preferred and non-preferred tasks.
34. Seek help if unable to complete a task on own.
35. Work on-campus job.
36. Work off-campus job.
37. Good review from a job coach (aide/teacher).
38. Work on or off campus job for specific number of minutes, a certain number of times in a week.
39. Fill out a timesheet according to on/off campus job hours (or work tasks as a reward system).
40. Understand basic job interview etiquette.
41. Understand basic job etiquette.
42. Complete multi-step directions.
43. Assemble a package.
44. Identify time on a daily schedule.



Vocational IEP Goal Ideas

JOB SKILLS

46. Be on time to activities/services.
47. Listen to guest speakers.
48. Visit job fair.
49. Identify signs in the workplace.
50. Role play interview.
51. State job expectations/outcomes (e.g. provide a service in exchange for a paycheck).
52. Identify personal strengths.
53. Understand ethical standards/positive work attitude.
54. File papers.
55. Clean up work area after performing a task.
56. Identify IEP goals/short term/long term goals.
57. Identify why a break begins and ends.
58. Correct errors and mistakes.
59. Identify co-workers versus supervisors.
60. Identify appropriate reasons for being late/absent.
61. Identify who to contact at work if late/absent.
62. Maintain professional relationship within workplace.
63. Locate/identify commuting options.
64. Plan a personal budget.
65. Identify disabilities and supports offered.
66. Locate job options within a reasonable commute.
67. Locate job options based on preferences/experiences.
68. Create/fill out a resume.
69. Ask for letters of reference.



Vocational IEP Goal Ideas

JOB SKILLS

- 71. Identify preferences/interests.
- 72. Identify work schedule.
- 73. List things observed at a job site.
- 74. Identify casual vs. business setting.
- 75. Identify job salaries.
- 76. Read/translate common abbreviations (found on job applications/business forms).
- 77. Read and identify different parts of pay stubs.
- 78. Dialing a phone.
- 79. Answering a phone call, redirecting to the person who the phone call is for (appropriate responses).
- 80. Navigating a computer/internet browser.

