



**AUSTIN COMMUNITY COLLEGE  
OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

**Work Skills Assessment**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Date

The above applicant has applied for admission to the OTA Program. In support of this applicant, you are asked to respond to the following and give an overall impression of the candidate using page two of this form. Your *confidential* responses will assist in the evaluation of this applicant's potential as a future occupational therapy assistant.

I have known this applicant for: \_\_\_\_ years or \_\_\_\_ months or \_\_\_\_\_ hours as:

Please check one     a student     an employee     a volunteer     other

If "other" please specify: \_\_\_\_\_

\_\_\_\_\_  
Facility Name

\_\_\_\_\_  
Facility Address

\_\_\_\_\_  
Facility Phone Number

\_\_\_\_\_  
Printed Name & License Number

\_\_\_\_\_  
Signature

Upon completion of this form, please place it in an envelope, seal it, and write your signature across the seal. Return the sealed envelope to the applicant who will submit this form with his or her application packet or mail to:

Melanie Reyes, OTR, MEd.  
Department Chair  
Occupational Therapy Assistant Program  
3401 Webberville Road  
Austin, TX 78702

Please rate the applicant in each of the following areas using the scale outlines below. Score all areas with a number as a blank or NA will result in a lower average for your assessment of applicant.

Poor                  Below Average                  Average                  Above Average                  Superior  
 1                                  2                                  3                                  4                                  5

Evaluation Area	Rate
1. <b>Attitude and Personality:</b> Mannerisms, disposition, ability to work with people, confidence, acceptance of criticism.	
2. <b>Reliability and Character:</b> Dependability, integrity, honesty, trustworthiness.	
3. <b>Personal Appearance:</b> Cleanliness, grooming.	
4. <b>Work Habits and Industry:</b> Conscientiousness, following through, resourcefulness, self-discipline, initiative, willingness.	
5. <b>Composure:</b> Reaction to stress, poise, self-control, adaptability.	
6. <b>Capacity for Independent Thinking:</b> Leadership ability, creative thought, curiosity, demonstrates interest.	
7. <b>Judgment and Common Sense:</b> Ability and foresight in everyday decisions, expression of opinion, maturity.	
8. <b>Oral Expression:</b> Clarity, coherence, and confidence in conversation.	

Please give your overall impression of this applicant:

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