



**DEPARTMENT OF HUMAN SERVICES  
OFFICE OF REHABILITATION SERVICES**

*“Helping individuals with disabilities to choose, find and keep employment”*

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***Supported Employment/Non Supported Employment  
Vocational Evaluation  
Fact Sheet***

**PURPOSE:**

Vocational Evaluation is an assessment of the employment capabilities of individuals with disabilities using skill, situational, work-based standardized and functional assessments, as well as discovery process in order to provide recommendations for subsequent vocational rehabilitation services, educational programming or other appropriate services. The vocational evaluation also serves to enhance the participant's ability to make informed choices about work.

Vocational Evaluations (other than those for Educational Collaboratives and Transition Programs which have a specific form and format) have the same basic content and procedure: a Referral Form (ORS-902 - which should always be included and asks appropriate, relevant questions), signed Release of Information Form (ORS-37) to support referral, and the Vocational Evaluation Report Form (ORS-1102).

The Vocational Evaluation is a 10 day evaluation - with 5 days of Interest and Aptitude testing (i.e., CareerScope; SDS; TABE; hands on aptitude testing) and 5 days of an actual work in an integrated community setting (about 20 hours). This work assessment should accommodate individual needs. This work assessment is expected to occur in a community-based work experience that is in the community and in an integrated setting at or above current minimum wage. Any variation to these requirements must be approved. The work assessment is intended to provide the customer and Rehabilitation Counselor with information about work performance and work behaviors. Information gathering about careers, training programs, and tours are not part of the Vocational Evaluation.

The fee for the completed Vocational Evaluation is \$1,540.00. The Vocational Evaluation must include the skill assessment, work experience and a completed Vocational Evaluation Report in order to process any invoice. If a customer is unable to complete the entire vocational evaluation, the fee amount will be pro-rated on a per-day basis (\$154.00 per day). The invoice will be accompanied by a Vocational Evaluation report, following a conference with the individual, counselor and agency representative.

**SUMMARY:**

The content of Vocational Evaluation report generally consists of: answers to the Referral Questions, background information; findings of Interest Inventories & Aptitude Tests utilized (SDS; TABE; and Hands-on Aptitude Tests); summary of test results and the community-based work assessment; observations/findings; and Recommendations and Information from J.A.N. (Job Accommodation Network).

**RECOMMENDATIONS:**

Recommendations will address client's expressed interests and aptitudes, as well as occupational recommendations based on testing and evaluation information, and job availability in the area (LMI). Occupational information provided should include educational, aptitude, physical as well as any licensing requirements. (Sources for this information should be referenced. (i.e., Occupational Outlook Handbook (online); ONET; and DOT).