

# Imperial Valley Regional Occupational Program

Address: 687 State Street, El Centro, CA 92243 • Telephone: (760) 482-2600 • Fax: (760) 482-2750 • Website: [www.ivrop.org](http://www.ivrop.org) • Email: [info@ivrop.org](mailto:info@ivrop.org)

## Employer - Site Task List

**SAMPLE**

Participant Name:	Class Name:
Worksite:	Worksite Contact:
Job Title/Duties:	

Task Performed	Duties Included (a minimum of six job specific skills must be checked off)	# of Hours/Days/Weeks*
Participant will be able to:	The Participant will:	Form of Measurement
Operate the Computer	<ul style="list-style-type: none"> <li>▪ Learn to use the keyboard.</li> <li>▪ Learn to enter data in the computer using alphabetic, numeric or symbolic data format.</li> <li>▪ Learn to enter data from memos, letters, and other documents into the computer.</li> <li>▪ Learn to save and retrieve files from storage devices (hard drive, floppy drive, compact disc, flash drives, email attachments or the internet).</li> </ul>	
Develop Keyboarding Skills	<ul style="list-style-type: none"> <li>▪ Learn to enter data and operate keyboard.</li> <li>▪ Learn to make labels.</li> <li>▪ Learn to use Microsoft Word or other word processing software.</li> <li>▪ Learn to operate computer and detect equipment malfunction.</li> </ul>	
Filing Skills	<ul style="list-style-type: none"> <li>▪ Learn to file and retrieve information by alphabetical or numerical order from records and reports.</li> </ul>	
Utilize Telephone Etiquette	<ul style="list-style-type: none"> <li>▪ Learn to answer the telephone in a professional manner.</li> <li>▪ Learn to transfer calls or voice messages to appropriate lines.</li> <li>▪ Learn to take accurate names, numbers, and information of the calling party.</li> </ul>	
Distribute Mail and Sort Mail	<ul style="list-style-type: none"> <li>▪ Learn to distribute and sort mail for appropriate person or office.</li> </ul>	
Operate the Calculator	<ul style="list-style-type: none"> <li>▪ Learn to operate a calculator with accuracy and speed.</li> </ul>	
Operate the Fax Machine	<ul style="list-style-type: none"> <li>▪ Learn to operate a fax machine.</li> </ul>	

**\*Total hours/days/weeks required to learn job specific skills:**

- A minimum of six (6) specific skills (either primary or secondary) must be listed as assessment/evaluation criteria. Primary and secondary job skills are included as appropriate to the particular occupation.
- Primary job specific skills encompass the proficiency to perform actual tasks and technical functions required by particular jobs, occupational clusters, or employment fields at entry, intermediate, or advanced levels.
- Secondary job specific skills include familiarity with and ability to use set-up procedures, safety measures, work-related terminology, record keeping, and paperwork formats, tools, equipment, materials, breakdown and cleanup routines. They also entail the physical aspects of a job.

**Select A or B:**

- A. Participant has had minimal (not having worked in the occupation for more than three (3) months) or no work experience in the occupation listed above.
- B. Participant has prior work experience in the occupation listed above (complete the information below).

Job/Occupation:
Date & Length of Experience:

I certify that the above information is accurate and represents the participant's need for assistance. The duties/job description of the position/occupation to which the participant will be assigned are indicated.

Worksite Supervisor Signature:	Date:
Participant Signature:	Date:
Instructor Signature:	Date: