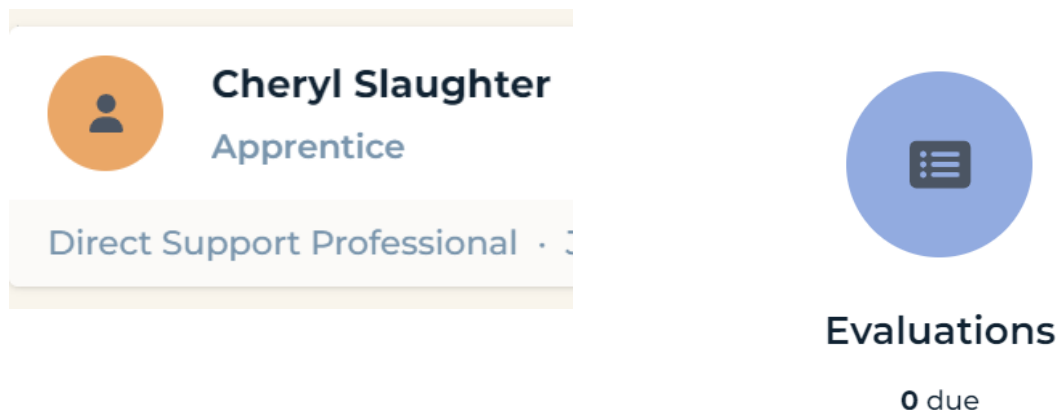


WorkHands: Documenting Apprenticeship Competencies

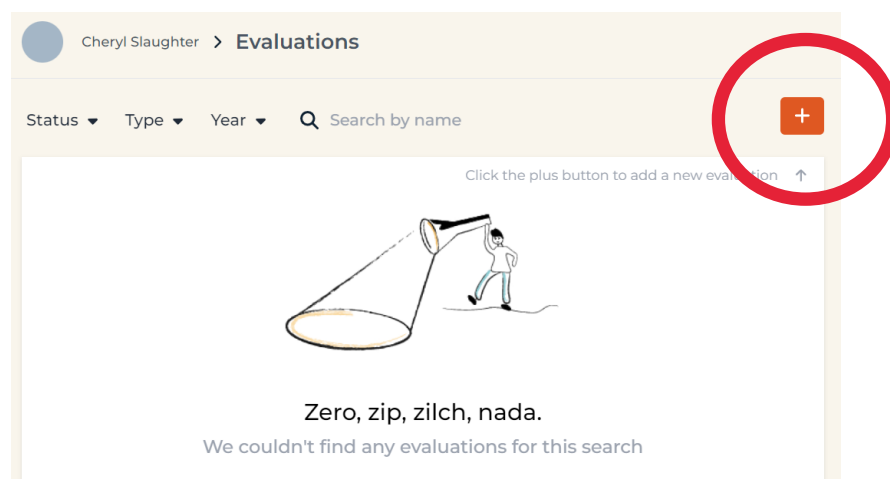
1 Select "People" and then "Apprentices"



2. Select your apprentice, then select "Evaluations"



3. Click on the orange + to add a new evaluation



4. Select a date range for the evaluation period, then fill out the competencies for the apprentice using the toggle switches.

IINTRO TO DSP ROLE & ORIENTATION TO THE WORK ENVIRONMENT ▲

8 questions

Candidate adequately comprehends the functions of the Direct Support Professional role within the employer's organization, which can include:

- Job description and requirements
- Expectations and nees of individual(s) receiving support
- Overview & fulfillment of employer's philosophy of support service

5. One you have filled out the evaluation, you have the option to "save" or "approve."