



Psychological/Cognitive Functional Abilities Evaluation Summary

Employee: _____

Ability to self-supervise: The ability to work effectively without supervision. When this ability is rated high, it indicates that the worker demonstrates good problem solving ability and judgement.

Functional ability (Check one)		Comments	Job Rating
1	Cannot self-supervise, requires constant work supervision		
2	Requires frequent supervision		
3	Can tolerate infrequent supervision		
4	Able to carry out work tasks in a self-supervised manner		

Ability to supervise others: The ability to provide work direction and/or supervision to other workers.

Functional ability (Check one)		Comments	Job Rating
1	Not able to fulfil any supervisory role		
2	Able to provide work direction to one or more workers		
3	Able to provide work direction and some elements of managing work performance, not including disciplinary action		
4	Able to assume full supervisory responsibilities		

Ability to tolerate deadline pressure (time pressure): The ability to complete tasks within a given time period or the ability to work quickly. A low rating implies that the worker has a low ability to complete tasks according to a timeline whereas a high rating implies that the worker is capable of completing many tasks under time pressure.

Functional ability (Check one)		Comments	Job Rating
1	Likely to have difficulty working quickly or under time pressure.		
2	Capable of a moderate work pace and can occasionally work under time constraints		
3	Capable of a moderately fast work pace and can frequently work under time constraints.		
4	No impairment of ability to tolerate time pressures or work quickly		

Ability to attend to detail: The ability to perform work tasks that require attention to or concentration on details of information. A low ability ranking implies that work errors or inefficiencies may occur as a result of the employee's difficulty in attending to detail.

Functional ability (Check one)		Comments	Job Rating
1	Unable to concentrate on or attend to details		
2	Able to concentrate on or attend to details for some tasks, although not at an intense level		
3	Able to concentrate on or attend to details at a significant level for many tasks or at an intense level for some tasks		
4	Able to concentrate on or attend to details at an intense level for the majority of the shift		

Ability to perform multiple tasks: The ability to perform multiple tasks is the ability to perform and/or monitor more than one task or function at a time and to judge when tasks or functions require attention. It involves the ability to prioritize tasks and manage time effectively (juggle various tasks efficiently).

Functional ability (Check one)		Comments	Job Rating
1	Has difficulty performing more than one task at a time		
2	Can handle more than one task, but requires clear cues to indicate when each task should be performed		
3	Can perform multiple tasks requiring some time management skill and judgement to determine priorities		
4	Fully able to perform multiple tasks requiring time management skill and judgement to determine priorities.		

Tolerance to distracting stimuli: The ability to work effectively in the presence of distracting visual, auditory or other sensory stimuli. Auditory stimuli may include verbal conversations of colleagues in an open office area, phones ringing, alarms, pagers, motors, and noises that are loud, sudden or unpredictable in occurrence. Visual stimuli may include movement of people, vehicles, objects, and noticeable changes in illumination.

Functional ability (Check one)		Comments	Job Rating
1	Requires a quiet, non-distracting work environment in order to work effectively		
2	Able to work effectively with a minor degree of distracting stimuli		
3	Able to work effectively with a moderate degree of distracting stimuli		
4	Able to work effectively with a high degree of distracting stimuli		

Ability to work cooperatively with others: The ability to work co-operatively with others. This may include team projects, shared job duties, management interaction with staff, etc. This rating considers the extent to which the worker has good communication skills, good teamwork and interpersonal skills, is open minded, diplomatic or has good negotiation skills.

Functional ability (Check one)		Comments	Job Rating
1	Works best alone; has difficulty working co-operatively with others		
2	Can work co-operatively with others on an infrequent basis		
3	Can work co-operatively with others on some tasks		
4	No restrictions or limitations on the ability to work co-operatively with others		

Ability to tolerate emotional situations: Ability to work effectively in emotionally stressful situations or when exposed to emotionally distressed individuals in person or over the telephone.

Functional ability (Check one)		Comments	Job Rating
1	Unable to work effectively in emotionally stressful circumstances or with emotionally distressed individuals		
2	Able to tolerate infrequent exposure (e.g., monthly) to emotionally stressful circumstances or emotionally distressed individuals.		
3	Able to tolerate occasional exposure (e.g., weekly) to emotionally stressful circumstances or emotionally distressed individuals.		
4	Able to tolerate frequent exposure (e.g., daily) to emotionally stressful circumstances or emotionally distressed individuals.		

Ability to tolerate confrontation: Ability to work effectively in situations where the worker may be directly confronted by an individual or may encounter confrontational situations requiring action on their part. The confrontation may be in person or over the telephone. The client or public may be verbally aggressive or abusive, insistent, hostile, loud, threatening, disruptive, or may refuse to follow instruction.

Functional ability (Check one)		Comments	Job Rating
1	Unable to work effectively in confrontational situations		
2	Able to tolerate occasional exposure (up to weekly) to confrontational situations in which assistance is immediately available		
3	Able to tolerate occasional exposure (up to weekly) to confrontational situations circumstances in which assistance is <u>not</u> immediately available		
4	Able to tolerate frequent exposure (approx. daily) to confrontational situations where assistance may or not be available		

Responsibility and accountability: The ability to exercise appropriate judgement and behave in a responsible manner during the performance of work. A low rating indicates a potential for errors or inattention that could have grave consequences if the worker is required to perform safety-sensitive work.

Functional ability (Check one)		Comments	Job Rating
1	May be prone to errors in judgement and/or lapses of attention and therefore should only perform work in which such errors or lapses would have insignificant consequences.		
2	Able to exercise some judgement and responsibility, but occasional lapses may occur. The worker should be assigned to work in which such lapses would not create serious difficulty		
3	Able to exercise a moderate degree of judgement and responsibility, but not to a sufficient extent to assume responsibility for the safety of others		
4	Able to exercise sufficient judgement and responsibility to perform well in safety-sensitive positions in which the worker is responsible for the safety of others		

Ability to read: The ability to comprehend English text.

Functional ability Check one)		Comments	Job Rating
1	Unable to read English text		
2	Able to recognize single words, short phrases, or names		
3	Able to read at a moderate level, e.g., to follow written instructions		
4	Able to read at an advanced level without difficulty		

Ability to write: The ability to create English text. It is independent of the physical ability to produce text in a specific format, e.g. hand-writing, typing, computer keyboarding.

Functional ability (Check one)		Comments	Job Rating
1	Unable to write in English (functionally illiterate)		
2	Able to compose text in which accurate grammatical construction and spelling are not essential, e.g. messages, forms, lists		
3	Able to create memos or letters with accurate spelling, grammatical construction and clarity		
4	Able to create reports, complex documents or any communications that require a high degree of grammatical form and/or careful wording		

Ability to perform numerical skills: The ability to process and analyze numerical information. Higher ratings reflect the need for abstract mathematical thinking.

Functional ability (Check one)		Comments	Job Rating
1	Has limited ability for number manipulation other than counting		
2	Able to carry out basic arithmetic operations such as addition and subtraction		
3	Able to use more complex arithmetic operations such as division, multiplication, percentages, ratios		
4	Able to apply advanced mathematical concepts and formulae with accuracy		

Ability to communicate: The ability to comprehend and express ideas and information in spoken English.

Functional ability (Check one)		Comments	Job Rating
1	Has little communication skill; is able to receive and relay concrete information only		
2	Able to comprehend and communicate information at a basic level within well-defined parameters		
3	Has sufficient communication skills to comprehend and communicate information fluently		
4	Has highly developed communication skills to comprehend and communicate complex information and ideas or communicate effectively in complex situations e.g. explaining the design of a complex system, exchanging information with physicians regarding public health issues, policy discussions, conflict resolution		

Memory: The ability to retrieve and recall on demand information that has been previously learned.

Functional ability (Check one)		Comments	Job Rating
1	Has poor ability to remember information and apply to work tasks		
2	Has basic memory ability: can recall information that is applied to work tasks on a regular basis without rigid time constraints.		
3	Has moderate memory ability: can recall information that is harder to remember because it is infrequently used or because of time pressures		
4	Has high memory ability: able to remember many different pieces of detailed information under varying circumstances that may include demanding situations.		

Ability to use computers: The ability to understand and use computer technology.

Functional ability (Check one)		Comments	Job Rating
1	No skill in computer use		
2	Able to use computers for basic tasks or simple applications e.g. swipe bar code		
3	Able to use one or more computer programs at a competent level expected of most office workers		
4	Has extensive computer knowledge and problem solving ability at a level expected of computer programmers or IT support staff		

Completed by: _____ Title: _____

Signature: _____ Date: _____