HOW TO USE THIS BOOKLET: The items of the BWAP measure a worker’s vocational habits, attitudes and skills in the performance of work and job related activities. The 63 items are divided into four domains that assess activities in Work Habits/Attitudes, Interpersonal Relations, Cognitive Skills, Work Performance Skills, and a composite of Broad Work Adjustment.

The rater is someone who has closely observed the daily work behavior of the client and has knowledge of the individual’s work adjustment. If you, as the rater, have not had the opportunity to observe performance on a task or the individual does not have opportunity to do it, estimate what the performance could be. Skip no items.

Each item may be scored (rated) 0, 1, 2, 3, or 4 using criteria reported in the User’s Manual. Score 0 if the individual is unable or rarely or never exhibits the behavior although there is opportunity to do so. Score 1 if the individual exhibits the behavior but does not do it well or the result is unsatisfactory. Score 2 if the individual exhibits the behavior and does it fairly well or the result is generally satisfactory but could be improved upon. Score 3 if the individual exhibits the behavior and does it well or the result is satisfactory. Score 4 if the individual exhibits the behavior and does it very well or the result is highly satisfactory.

Rate the item using the criteria that the task is completed without help or other assistance. Items completed with help or assistance are stated as part of the task or activity. To score each item, circle the numeral that best describes the behavior.

Space for recording the interpretation of results is provided on the back page of the questionnaire booklet.

It is important that you consult the User’s Manual for complete information on scoring criteria when evaluating a client’s vocational competency.