***Employer Needs/Benefits Analysis***

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Date** |  |
| **Employer Contact** |  |
| **Performed by** |  | **Agency** |  |
| **Performed by** |  | **Agency** |  |
| **Performed For** |  |
| **Employer Representative Assisting** |  |
| **Employer Representative Assisting** |  |
| **Departments/Areas Observed** |  |
|  |
|  |
|  |
| **Total Time Spent in Analysis** |  |
| **Dates/Days for Analysis** |  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Mark one:*** |  |  |  |  |
|  | ***Specific to Job Seeker*** |  | ***Informational Interview*** |  |
|  | ***Non-specific by employer*** |  |  |  |

***General Descriptive Notes:***

***Interviews with Employers, Managers, Supervisors, & Employees***

This section involves talking to a variety of personnel in a business regarding the

potential benefits of having specific tasks done in the workplace. Use the three areas of employer benefit from Customized Employment as a guide: 1. Unmet needs of the employee, 2. Tasks in their job description that might better performed by another at a lower pay grade and, 3. Tasks that would be of benefit to the employee, to make the person’s job better. List the tasks in bullet form to be discussed in greater detail later with a decision maker.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:** |  | **Position:** |  |
| **Area of Business:** |  | **Date:** |  |
|  |
| **Employee:** |  | **Position:** |  |
| **Area of Business:** |  | **Date:** |  |
|  |
| **Employee:** |  | **Position:** |  |
| **Area of Business:** |  | **Date:** |  |
|  |
| **Employee:** |  | **Position:** |  |
| **Area of Business:** |  | **Date:** |  |
|  |

***(Continue on back, as necessary)***

***Employees performing their jobs, look for:***

Episodic duties Easier tasks to perform Material supply Tool supply

Interruptions Tasks that would make their job easier Wasted motions

Backed up tasks Tasks they don’t like doing Tasks needing assistance

Fatigued workers Frustrated workers Unnecessary movements

**Benefit to Employer:** 1 = Task represents an unmet need

(Place number code 2 = Task unbundled from highly paid employee/manager

Next to task) 3 = Task improves/benefits operations

4 = Task is a combination or unsure

**Frequency of Performance:** Duration of cycle of performance in minutes

Frequency of performance per day

Frequency of performance per week

Time of day of task performance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Potential tasks observed: Employees doing their jobs*** | ***Duration in minutes*** | ***Frequency/ Day*** | ***Frequency/ Week*** | ***Time of Day Performed*** |
| ***1.*** |  |  |  |  |  |
| ***2.*** |  |  |  |  |  |
| ***3.*** |  |  |  |  |  |
| ***4.*** |  |  |  |  |  |
| ***5.*** |  |  |  |  |  |
| ***6.*** |  |  |  |  |  |
| ***7.*** |  |  |  |  |  |
| ***8.*** |  |  |  |  |  |
| ***9.*** |  |  |  |  |  |
| ***10.*** |  |  |  |  |  |
| ***11.*** |  |  |  |  |  |
| ***12.*** |  |  |  |  |  |

***Work Environment - look for:***

Unattended materials Unsafe conditions Unsightly areas Errors

Misplaced materials Piles/boxes Dusty/broken/dirty goods

Missed opportunities Blockages Waste/scrap materials

**Benefit to Employer:** 1 = Task represents an unmet need

(Place number code 2 = Task unbundled from highly paid employee/manager

next to task) 3 = Task improves/benefits operations

4 = Task is a combination or unsure

**Frequency of Performance:** Duration of cycle of performance in minutes

Frequency of performance per day

Frequency of performance per week

Time when task is typically performed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Potential tasks observed: Workplace environment*** | ***Duration in minutes*** | ***Frequency/ Day*** | ***Frequency/ Week*** | ***Time of Day Performed*** |
| ***1.*** |  |  |  |  |  |
| ***2.*** |  |  |  |  |  |
| ***3.*** |  |  |  |  |  |
| ***4.*** |  |  |  |  |  |
| ***5.*** |  |  |  |  |  |
| ***6.*** |  |  |  |  |  |
| ***7.*** |  |  |  |  |  |
| ***8.*** |  |  |  |  |  |
| ***9.*** |  |  |  |  |  |
| ***10.*** |  |  |  |  |  |
| ***11.*** |  |  |  |  |  |
| ***12.*** |  |  |  |  |  |

***Customers of the setting look for:***

Customers waiting Customers confused Customers needing assistance

Customers angry Customers asking for information

Customer complaints Customers with suggestions

**Benefit to Employer:** 1 = Task represents an unmet need

(Place number code 2 = Task unbundled from highly paid employee/manager

next to task) 3 = Task improves/benefits operations

4 = Task is a combination or unsure

**Frequency of Performance:** Duration of cycle of performance in minutes

Frequency of performance per day

Frequency of performance per week

Time when task is typically performed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Potential tasks observed: Customer interactions*** | ***Duration in minutes*** | ***Frequency/ Day*** | ***Frequency/ Week*** | ***Time of Day Performed*** |
| ***1.*** |  |  |  |  |  |
| ***2.*** |  |  |  |  |  |
| ***3.*** |  |  |  |  |  |
| ***4.*** |  |  |  |  |  |
| ***5.*** |  |  |  |  |  |
| ***6.*** |  |  |  |  |  |
| ***7.*** |  |  |  |  |  |
| ***8.*** |  |  |  |  |  |
| ***9.*** |  |  |  |  |  |
| ***10.*** |  |  |  |  |  |
| ***11.*** |  |  |  |  |  |
| ***12.*** |  |  |  |  |  |

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| **Needs Analysis Performed For:** |  |

**TASK/NEED MATCHING**

List the Job Seeker’s potential tasks from their TASK LIST and compare with Employer Needs/Benefits. This occurs prior to negotiation with employer.

|  |  |
| --- | --- |
| **Job Seeker Task List** | **Employer Task List** |
| **1.** |  | **1.** |  |
| **2.** |  | **2.** |  |
| **3.** |  | **3.** |  |
| **4.** |  | **4.** |  |
| **5.** |  | **5.** |  |
| **6.** |  | **6.** |  |
| **7.** |  | **7.** |  |
| **8.** |  | **8.** |  |
| **9.** |  | **9.** |  |
| **10.** |  | **10.** |  |
| **11.** |  | **11.** |  |
| **12.** |  | **12.** |  |

**Needs Analysis Performed by Employers**

*Customized Employment* offers you the opportunity to target specific areas of your business operations by focusing on tasks rather than job titles and job openings. In this way, you can augment the typical way you hire with this strategy that focuses on your needs and the job seekers unique skills.

*Customized Employment* utilizes voluntary negation of a tailored job description to create an employee relationship that benefits you and your employee. It does not replace typical hiring procedures; rather it allows you to pinpoint areas that you would like to address.

You can use this form to assist you in identify areas of need and benefit to your business. Our job developer will then explain how our job seeker might meet your needs through a customized job description.

**Look for the following in your business:**

|  |  |  |
| --- | --- | --- |
| 1 | Unmet Needs -  | Tasks that need to get done but are not getting done |
| 2. | Cost Savings -  | Tasks that are currently bundled in job descriptions of higher paid employees that could be performed by someone at an entry level pay rate |
| 3. | Improvement - | Tasks that can help your employees and your business operate more efficiently and effectively |

***Regarding your employees:***

Episodic duties Easier tasks to perform Material supply Tool supply

Interruptions Tasks that would make their job easier Wasted motions

Backed up tasks Tasks they don’t like doing Tasks needing assistance

Fatigued workers Frustrated workers

***Regarding your workplace:***

Unattended materials Unsafe conditions Unsightly areas Errors

Misplaced materials Piles/boxes Dusty/broken/dirty goods

Missed opportunities Blockages Waste/scrap materials

***Regarding your customers: (as appropriate)***

Customers waiting Customers confused Customers needing assistance

Customers angry Customers asking for information

Customer complaints Customers with suggestions

***Needs/Benefits Identified by Employer:***

Tasks on this page reflect potential tasks identified by the business. This may comprise additional information to a Needs Analysis performed with/for the employer or may be the sole information when Needs/Benefits Analysis is performed by the employer.

**Frequency of Performance:** Duration of cycle of performance in minutes

Frequency of performance per day

Frequency of performance per week

Time when task is typically performed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Potential tasks observed: Customer interactions***  | ***Duration in minutes*** | ***Frequency/ Day*** | ***Frequency/ Week*** | ***Time of Day Performed*** |
| ***1.*** |  |  |  |  |  |
| ***2.*** |  |  |  |  |  |
| ***3.*** |  |  |  |  |  |
| ***4.*** |  |  |  |  |  |
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| ***13.*** |  |  |  |  |  |