**Customized Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee** |  | **Date of Offer** |  |
| **Company** |  | **Start Date** |  |
| **Employer Contact** |  |
| **Provider Agency** |  |
| **Job Developer** |  | **Phone** |  |
| **Work Days** |  | **Work hours/day:** |  |
| **Work Times** |  | **Work hours/week** |  |
| **Starting Pay** |  | **Benefits** |  |
| **Departments/Areas** **In which task will be** **Performed:** |  |
|  |
|  |
|  |
| **Break Time** |  | **Lunch Time** |  |

**Tasks to be performed:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Task Name** | **Days (mark)** | **# Day** | **Time of day** | **Duration** |
| **1.** |  | SMTWTFS |  |  |  |
| **2.** |  | SMTWTFS |  |  |  |
| **3.** |  | SMTWTFS |  |  |  |
| **4.** |  | SMTWTFS |  |  |  |
| **5.** |  | SMTWTFS |  |  |  |
| **6.** |  | SMTWTFS |  |  |  |
| **7.** |  | SMTWTFS |  |  |  |
| **8.** |  | SMTWTFS |  |  |  |
| **9.** |  | SMTWTFS |  |  |  |

 **(Add more tasks on back of form)**

|  |
| --- |
| **Supervisor(s) for tasks assigned:** |
|  | **Name** |  | **Tasks supervised by task #** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |

|  |
| --- |
| **Lead co-workers for tasks assigned:** |
|  | **Name** |  | **Co-worker by task #** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |

**If the company/department has a dedicated trainer(s), list name here:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** |  |  | **2.** |  |

**Brief overview of Customized Job: *(including days of week, hours per week, location of work, etc.)***

***Additional Information to be added prior to first day of work:***

**Pay period:**

**Required withholding (FICA, Insurance, Union Dues, etc.):**

**Probation period (as necessary):**

**Orientation procedures:**

**Flexibility negotiated related to employee’s disability:**

**Supports offered to employee and employer by provider agency:**

**Uniform/dress requirements:**

**Daily Schedule of Work**

***(****To be completed by the date for the Job Analysis. Change times as necessary)*

|  |  |
| --- | --- |
| **For Week of** |  |
| **Work Day** |  |

| **Time** | **Task** | **Co- worker** | **Supervisor** |
| --- | --- | --- | --- |
| **8:00** |  |  |  |
| **8:30** |  |  |  |
| **9:00** |  |  |  |
| **9:30** |  |  |  |
| **10:00** |  |  |  |
| **10:30** |  |  |  |
| **11:00** |  |  |  |
| **11:30** |  |  |  |
| **12:00** |  |  |  |
| **12:30** |  |  |  |
| **1:00** |  |  |  |
| **1:30** |  |  |  |
| **2:00** |  |  |  |
| **2:30** |  |  |  |
| **3:00** |  |  |  |
| **3:30** |  |  |  |
| **4:00** |  |  |  |
| **4:30** |  |  |  |
| **5:00** |  |  |  |