**JOB ANALYSIS FORM**

*Organizing phases 1, 2, & 3 of the 7 Phase Sequence*

**COVER SHEET**

**­­­**

**EMPLOYEE:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Job Focus |  |

**EMPLOYER INFO: AGENCY INFO:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Address |  | Job Supp. Name |  |
| Contact |  | Phone # |  |
| Phone # |  |  |  |
| JA Date |  |  |  |

|  |  |
| --- | --- |
| **CORE WORK TASKS:**  *(Identified by employer)* | **EPISODIC WORK TASKS:**  *(Identified by employer)* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **JOB-RELATED TASKS:**  *(Identified during Job Analysis)* | **IMPORTANT CULTURAL RULES:**  *(Possible accommodations based on info in Profile)* |
|  |  |
|  |  |
|  |  |
|  |  |

**JOB SUMMARY:**

**JOB SUPPORTER:**

**I. NATURAL WAYS OF THE BUSINESS:**

**A.** **METHOD**

The job supporter should observe the manner in which each primary job task assigned to the new employee is performed. This is accomplished by assuming an unobtrusive observation position and carefully watching the employee(s) perform their duties. The job supporter should strive to make a "mental video tape" and if feasible an actual video tape to be used later as a standard of correctness and as a way to assist the supported employee to perform in a natural manner.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Job Task Observed | Employee Observed | Date & Time |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |

**B. SPECIFIC REQUIREMENTS IDENTIFIED BY EMPLOYER**

(Check only critical items; Fully describe the extent of the demand and outline possible adaptations/accommodations are felt to be problematic for targeted employee.)

|  |  |  |  |
| --- | --- | --- | --- |
| **PHYSICAL DEMANDS:** | | **SENSORY/COMMUNICATION:** | |
|  | |  | |
|  | Lifting |  | Vision |
|  | Standing |  | Hearing |
|  | Continuous Movement |  | Speaking |
|  | Rapid Movement |  | Judgment |
|  | Walking | **ACADEMIC DEMANDS:** | |
|  | Climbing |  | Reading |
|  | Stooping |  | Writing |
|  | Crawling |  | Math |

1. GENERAL STRENGTH/ENDURANCE REQUIREMENTS:
2. PACE OF WORK:
3. POTENTIALLY DANGEROUS COMPONENTS OF JOB:
4. CRITICALLY IMPORTANT COMPONENTS OF JOB:
5. ESTABLISHED LEARNING CURVE OR PROBATIONARY PERIOD FOR JOB:

**C. WORK SITE CONSIDERATIONS**

1. SPECIAL CLOTHING, UNIFORMS, SAFETY EQUIPMENT REQUIRED:
2. TOOLS TO BE USED:
3. EQUIPMENT TO BE OPERATED:
4. MATERIALS TO BE HANDLED:
5. SPECIAL TERMS USED AT WORK SITE:
6. DESCRIPTION OF ENVIRONMENTAL CONDITIONS OF WORK SITE:
7. IMPORTANT RULES STRESSED BY EMPLOYER & CO-WORKERS:
8. UNWRITTEN RULES UNIQUE TO THE SETTING:

**D. POTENTIAL NEED FOR ACCOMMODATIONS (FROM PROFILE AND JOB ANALYSIS -- LIST EACH TASK or ACTIVITY FOR WHICH AN ACCOMMODATION MIGHT BE NEEDED)**

1. POTENTIAL FOR USE OF MODIFICATIONS IN WORK SITE:
2. POTENTIAL FOR USE OF ADAPTATIONS IN WORK SITE:

**E. THE "CULTURE" OF THE WORK SITE**

1. EMPLOYER'S CONCERN FOR QUALITY:

2. EMPLOYER'S CONCERN/NEED FOR PRODUCTIVITY:

3. FLEXIBILITY/RIGIDITY OBSERVED:

**II. THE MEANS USED BY THE EMPLOYER TO TRAIN AND SUPPORT NEW EMPLOYEES**

**A. DESCRIPTION OF THE COMPANY'S ORIENTATION PROCEDURES**

Ask to review any written documents which describe typical orientation procedures. Discuss with a supervisor or decision-maker the flow of typical procedures. Ask employees about their experiences. If possible, and if it is felt to be necessary, ask to be taken through an orientation.

**B. DESCRIPTION OF THE COMPANY'S PROCEDURES FOR INITIALLY TRAINING AND SUPPORTING NEW** **EMPLOYEES**

Follow the suggestions in II. A, above. Additionally, ask for training from the employer on at least one of the tasks to be performed by the supported employee. Use this training as an opportunity to assess the capacity and flexibility of the employer in reference to the needs of the supported employee.

**C. CONTENT STEPS**

The job supporter should ask if the employer has step-by-step procedures for the job tasks observed on page 2. If so, these procedures should serve as the initial content task analysis for each task. If not, the job supporter should write content steps for each of the tasks above which would be appropriate for an average employee in the work site. These content steps should be presented to an appropriate decision-maker in the company for approval and refinement. (Refer to page 8, recording content steps for primary job tasks.)

**D. DESCRIPTION OF ADDITIONAL SPECIFIC STRATEGIES USED BY THE EMPLOYER**

**III. PEOPLE: MANAGERS, SUPERVISORS, CO-WORKERS**

1. WHO TYPICALLY PROVIDES NEW EMPLOYEES WITH TRAINING?

2. AVAILABILITY OF COMPANY TRAINER ASSIGNED TO EMPLOYEE:

3. AVAILABILITY OF CO-WORKERS/SUPERVISORS AS TRAINERS:

8. WILLINGNESS OF CO-WORKERS/SUPERVISORS TO PROVIDE SUPPORT AND ASSISTANCE:

**A. SUPERVISORS OF EMPLOYEE**

|  |  |  |
| --- | --- | --- |
|  | Name | Title |
| 1. |  |  |
| 2. |  |  |

**B. CO-WORKERS OF EMPLOYEE**

|  |  |  |
| --- | --- | --- |
|  | Name | Position |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

**C. EMPLOYEE SOCIAL GROUPS AND NON-WORK ACTIVITIES:**

**D. LEADERS AND POTENTIAL ALLIES AMONG CO-WORKERS AND SUPERVISORS:**

**IV. JOB TASKS DESCRIPTION**

SCHEDULE:

|  |  |  |  |
| --- | --- | --- | --- |
| # OF DAYS OF WORK PER WEEK | | | |
| DAYS: |  | HRS: |  |
| DAYS: |  | HRS: |  |
| DAYS: |  | HRS: |  |
| DAYS: |  | HRS: |  |
| DAYS: |  | HRS: |  |

SEQUENTIAL CHRONOLOGY OF TYPICAL WORKDAY: (Include all tasks)

**CONTENT STEPS FOR PRIMARY JOB TASKS**

Write content steps for each primary job task assigned to the new employee (core, episodic or job related). Content steps *should represent steps for a typical learner.*

|  |
| --- |
| CONTENT STEPS |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |

(Chart is expandable to add as many lines as needed. Chart may also be duplicated if needed for additional core task or job related/episodic task)