

Job Analysis Form

General Information

|  |  |  |  |
| --- | --- | --- | --- |
| Company/Organization: | | |  |
| Address: | |  | |
|  | |  | |
|  | |  | |
| Job Title: |  | | |

Is a written job description available?

Yes

No

Describe the task of the job:

|  |
| --- |
|  |
|  |
|  |

Are reading and/or match skills required?

Yes

No

If yes, please describe:

|  |
| --- |
|  |
|  |
|  |

List any specific machinery/equipment that must be operated in relation to the job:

|  |
| --- |
|  |
|  |

Characteristics of the job:

Speed vs.  Thoroughness

Teamwork vs.  Independence

Judgement vs.  Routine tasks

Repetitiousness vs.  Variable tasks

|  |  |
| --- | --- |
| Number of employees who do similar work: |  |

Supervisor ability to support employees:  Frequent  Moderate  Minimal

Interactivity/work with non-disabled co-workers:  Frequent  Moderate  Minimal

Manager receptivity to worker and job coach team:  Frequent  Moderate  Minimal

Culture/Environment of the workplace. Check the descriptions that most closely describes:

Formal vs.  Informal

Dress code vs.  No dress code

Social interaction with co-workers vs.  Little social interaction

Hectic pace vs.  Calm pace

Much customer contact vs.  Little customer contact

Structure and orderly vs.  Unstructured

Other observations

|  |
| --- |
|  |
|  |
|  |



Inventory of Employer Needs & Tasks

General Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company/Employer: | | |  | |
| Address: |  | | | |
|  |  | | | |
|  |  | | | |
| Contact Person: | |  | | |
| Phone Number: | |  | | |
| Email Address: | |  | | |
| Description of Business: | | | |  |
|  | | | |  |

Are There…

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Logjams in work area | Yes | No | Explain: |  |
| Backlogs of unfinished work | Yes | No | Explain: |  |
| Rush time | Yes | No | Explain: |  |
| Seasonal fluctuations | Yes | No | Explain: |  |
| Highly paid employees doing administrative tasks | Yes | No | Explain: |  |
| Sporadic, but important tasks | Yes | No | Explain |  |
| Areas of staff turnover | Yes | No | Explain: |  |
| Future workforce needs | Yes | No | Explain: |  |

Potential tasks that youth interns/workers could do:

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

Additional Comments

|  |
| --- |
|  |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| Transition Specialist |  | Date |