

# Job Analysis

Individual's Name: \_\_\_\_\_ Date of Analysis: \_\_\_\_\_

Employer (Business Name): \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *City* *State* *Zip Code*

Employer Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
*First and Last Name*

Position Analyzed: \_\_\_\_\_ Job Analysis performed by: \_\_\_\_\_

Basic job description:

Major work duties:

Occasional work duties (identified by employer):

Rate of pay and benefits:

**Worker Demands at the Work Site:**

Physical		Sensory		Academic	
<input type="checkbox"/> Lifting (max lbs.)= _____	<input type="checkbox"/> Stooping	<input type="checkbox"/> Vision	<input type="checkbox"/> Reading		
<input type="checkbox"/> Carrying	<input type="checkbox"/> Climbing	<input type="checkbox"/> Hearing	<input type="checkbox"/> Writing		
<input type="checkbox"/> Standing	<input type="checkbox"/> Balancing	<input type="checkbox"/> Speaking	<input type="checkbox"/> Math		
<input type="checkbox"/> Continuous Movement	<input type="checkbox"/> Reaching	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:		
<input type="checkbox"/> Rapid Movement	<input type="checkbox"/> Walking				
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:				

**Production Standards:**

Employer's expectations/standards for work quality: \_\_\_\_\_

Employer's expectations/standards for work speed: \_\_\_\_\_

**Work Site Considerations:**

Pace of work: \_\_\_\_\_

## Job Analysis

Potential hazards on job (chemicals, odors, dangerous equipment, etc.):

Length of probationary period for the job: \_\_\_\_\_

Safety Equipment, special clothing or uniforms: \_\_\_\_\_

Tools and equipment to be operated: \_\_\_\_\_

Materials and products to be handled: \_\_\_\_\_

Location of employee parking area: \_\_\_\_\_

Employee interaction: \_\_\_\_\_

Use of teamwork vs. independent task performance: \_\_\_\_\_

Company social or recreational activities that the individual could be involved in:

### Work Site Environment:

Descriptions	Yes	Somewhat	No
Employees are friendly to non-employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees appear happy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work site is orderly and neat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work site is clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work site is easy to get around in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work site temperature is comfortable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work site is crowded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work site is well-lighted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work site is noisy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building entrance is wheelchair accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch/break area is wheelchair accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-workers are present in lunch/break room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathroom faucets, doors, etc. are easy to use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathroom doors are wheelchair accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Potential for adaptations/modifications to work site:

# Job Analysis

**Essential Skill Areas:**

**Rating Codes:**

E = Essential – an Essential skill needed in this job which **MUST** be performed or accommodated for successful training. Accommodations **MUST** be identified in the Natural Supports Training Plan for all Essential skills needing accommodation.

D = Desirable – not Essential to the job but Desirable. The employer will not refuse to hire someone who cannot perform this task with or without an accommodation, however, discrepancies in this area **MAY** require some accommodation for job retention.

M = Minimally Important – not relevant to this job or these skills are not needed in this job. Lack of these skills will not directly threaten job placement or retention and, therefore, require no accommodation planning.

Skill Area	Description of Skill Cluster	Rating (E, D, or M)	Notes
Social Skills	Comfort and interest in others, expressing feelings appropriately, getting along with others		
Cooperativeness	Listening, clarifying then following instructions, accepting criticism		
Work Habits	Timeliness, starting and finishing tasks on time, taking breaks		
Work Quality	Speed and quality, recognizing mistakes, need to self-prompt		
Personal Presentation	Hygiene, dress, basic conversation skills		
Task Demands	Physical demands, stamina/mental capacity, attention to detail, adaptation to change		

**Work Schedule: (Ex. 10:15a-11:45p)**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EC Name: \_\_\_\_\_

Date: \_\_\_\_\_