

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
☐ Lifting (max lbs.)= _____	☐ Stooping	☐ Vision	☐ Reading
☐ Carrying	☐ Climbing	☐ Hearing	☐ Writing
☐ Standing	☐ Balancing	☐ Speaking	☐ Math
☐ Continuous Movement	☐ Reaching	☐ Other:	☐ Other:
☐ Rapid Movement	☐ Walking		
☐ Other:	☐ 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	☐	☐	☐
Employees appear happy	☐	☐	☐
Work site is orderly and neat	☐	☐	☐
Work site is clean	☐	☐	☐
Work site is easy to get around in	☐	☐	☐
Work site temperature is comfortable	☐	☐	☐
Work site is crowded	☐	☐	☐
Work site is well-lighted	☐	☐	☐
Work site is noisy	☐	☐	☐
Building entrance is wheelchair accessible	☐	☐	☐
Lunch/break area is wheelchair accessible	☐	☐	☐
Co-workers are present in lunch/break room	☐	☐	☐
Bathroom faucets, doors, etc. are easy to use	☐	☐	☐
Bathroom doors are wheelchair accessible	☐	☐	☐

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: _____