

Job Analysis Form

Company Name: _____

Staff: _____ Date: _____
(mo) (day) (year)

Address: _____
(street) (city) (state) (zip)

Telephone Number: _____ FAX Number: _____

Contact Person: _____ Title: _____

Job Title: _____

Current hourly wage (or wage at last date of employment in this position): _____

Did a wage change occur since the last Job Screening or Job Update? Yes No

If yes, complete this section:

Hourly rate changed from: \$ _____ to \$ _____ on ___ / ___ / ___

Hourly rate changed from: \$ _____ to \$ _____ on ___ / ___ / ___

Number of Hours per week: _____ Month per year: _____

If less than 12 months per year, what months is the job not available: _____

Number of employees in this company at this location: _____

Number of employees without disabilities in immediate area (50 ft. radius): _____

Number of other employees w/disabilities: _____ In immediate area (50 ft. radius): _____

Number of other employees in this position: _____ During the same hours: _____

General Directions: PLEASE DO NOT LEAVE ANY ITEM UNANSWERED!

Indicate the most appropriate response for each item based on observations of the job and interview with employers, supervisors, and coworkers. Record special instructions, regulations or comments under each item for greater detail.

1. Schedule: (check Yes or No for each item)

Weekend work required: Yes No Evening work required: Yes No
Part-time job: Yes No Full-time job: Yes No

Specifics/Comments: _____

2. Travel Location: (check Yes or No for each item)

On public transportation route: Yes No On private transportation route: Yes No

Specifics/Comments: _____

3. Strength — Lifting and Carrying:

Very light work (< 10 lbs) Light work (10-20 lbs)
 Average work (30-40 lbs) Heave work (> 50 lbs)

Specifics/Comments: _____

4. Endurance: (without breaks)

Work required for < 2 hours Work required for 2-3 hours
 Work required for 3-4 hours Work required for > 4 hours

Specifics/Comments: _____

5. Orienting:

Small area One room Several rooms Building wide
 Building and Grounds

Specifics/Comments: _____

6. Accessibility:

Fully accessible site Accessibility issues

Specifics/Comments: _____

7. Work Pace:

Slow pace Average steady pace Sometimes fast pace Continual fast pace

Specifics/Comments: _____

8. Appearance Requirements:

Grooming of little importance
 Neat and clean required

Cleanliness only required
 Grooming very important

Specifics/Comments: _____

9. Communication Required:

None/minimal
 Unclear speech accepted

Key words/signs needed
 Clear speech in sentences/signs needed

Specifics/Comments: _____

10. Social Interactions:

Social interactions not required
 Social interactions required infrequently

Appropriate responses required
 Social interactions required frequently

Specifics/Comments: _____

11. Attention to Task Perseverance:

Frequent prompts available
 Intermittent prompts/low supervision available

Intermittent prompts/high supervision available
 Infrequent prompts/low supervision available

Specifics/Comments: _____

12. Sequencing of Job Duties:

Only one task required at a time
 4-6 tasks required in sequence

2-3 tasks required in sequence
 7 or more tasks required in sequence

Specifics/Comments: _____

13. Initiation of Work Motivation:

Initiation of work required Volunteering helpful Co-worker support available

Specifics/Comments: _____

14. Daily Changes in Routine:

7 or more changes 4-6 task changes 2-3 task changes No task change

Specifics/Comments: _____

15. Reinforcement Available:

- Frequent reinforcement available Reinforcement intermittent (daily)
 Reinforcement infrequent (weekly) Minimal reinforcement (pay check)

Specifics/Comments: _____

16. Co-Worker Supports Available:

- None available Low to minimum potential Intermittent potential
 High potential

Specifics/Comments: _____

17. Supportive of Job Accommodations:

- Very supportive Supportive w/reservations Indifferent Negative
 Unknown

Specifics/Comments: _____

18. Employer's Financial Requirements:

- Financial incentives not necessary Tax credit or incentive (e.g., TJTC, or OJT)
 Subminimum wage

Specifics/Comments: _____

19. Opportunity for Career Advancement:

- Low to minimum Average Most probable Procedures in place
 No procedures in place

Specifics/Comments: _____

20. Object Discrimination:

- Does not need to distinguish between work supplies
 Must distinguish between work supplies with an external cue
 Must distinguish between work supplies

Specifics/Comments: _____

21. Time:

- Time factors not important Must identify breaks/meals/etc.
 Must tell time to the hour Must tell time to the minute

Specifics/Comments: _____

28. Level of Social Contact: (check one)

- Employment in an integrated environment on a shift or position which is isolated. Contact with co-workers or supervisors is minimal. Example: Night Janitor.
- Employment in an integrated environment on a shift or position which is relatively isolated. Contact with co-workers or supervisors is available at lunch or break. Example: Data Entry Position.
- Employment in an integrated environment in a position requiring a moderate level of interdependent tasking and co-worker interaction. Example: Office Service Aide - copying documents.
- Employment in an integrated environment in a position requiring a high degree of interdependent tasks and co-worker interactions and/or high level of contact with business customers. Example: Wal-Mart Greeter.

29. List any job experience (skills) needed for this position: _____

Comments:

Rate of employee turnover (annual percentage): _____ Overall _____ This Position

Number of supervisors: _____ Rate of supervisor turnover: _____

Written job description available? _____

What are the absolute “don’ts” for an employee in this position? (Manager’s pet peeves, reasons for dismissal, etc.)

Environmental characteristics (physical barriers, temperature extremes, etc.):

Additional Comments:
