



Tool 3.6

Job Analysis - Long Form

This form is intended to analyze job or job tasks that may match well to one or more job candidates. This long form (Tool 3.6) should be used instead of the short form (Tool 3.5) when an extra level of job analysis is necessary such as when multiple job candidates over a longer period of time will be considered for this position or when the job candidate(s) have more significant barriers to employment that requires more information to demonstrate a job match. The analysis should include what it would take to execute the proposed job successfully. Information from this analysis should be used in the employer proposal to describe a successful job match.

Job Seeker:

Company:

Industry:

Department:

Job Title:

Date of Site Analysis:

Contact Person:

Title:

Qualifications (attach job description, if available)

Education:

Experience:

Training Required and/or Offered:

Length of Required Training:

Unskilled Tasks:

Semi-Skilled Tasks:

Highly-Skilled Tasks:

Licenses and Certifications Required:

Equipment Used:



Work Environment

Physical Conditions:

Distance from Transportation:

Accessibility of Restrooms:

Accessibility of Eating Facilities:

Accessibility Issues to be Resolved:

Work Hours:

Breaks:

Salary:

Benefits:

Interpersonal Environment (rate in terms of percentage of an 8-hour day)

Work Alone:

Supervisor Contact:

Work on a Team:

Public Contact:

Work Around Others:

Other:

Physical Demands (rate in terms of percentage of an 8-hour day)

Exertion Level

Sedentary:

Light Lifting (10-20 lbs):

Medium Lifting (25-50 lbs):

Heavy Lifting (50-100 lbs):

Very Heavy Lifting (up to 150 lbs):

(Note if lifting is an essential function of the job and if equipment is available to assist with lifting.)

Most Common Posture – Note the number of hours per day typically spent in each.

Walking:

Standing:

Sitting:



Physical Demands of the Job (based on an 8-hour work day)

	Yes	No	# of Times	Description
Working on a Computer				
Lifting in place (pounds:) <i>assistance available</i>				
Lifting and carrying (pounds:) <i>assistance available</i>				
Walking (hours:)				
Standing (hours:)				
Sitting (hours:)				
Pushing / pulling with arms				
Pushing / pulling with body				
Reaching overhead				
Driving a car or other vehicle for the job				
Climbing stairs (how many:)				
Climbing a ladder				
Stopping				
Squatting				
Bending				
Kneeling				