



## Tool 4.4

# Job Site Analysis

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The job site analysis tool is used to assess the need for and development of a workplace supports plan as well as the need for task analysis and systematic instruction. This analysis can also inform the use of natural supports, both through the use of co-workers as well as technology.

Company:

Date:

Department:

Supervisor:

Address:

Phone:

Email:

Person(s) completing analysis:

## On-Site Support

Number of employees:

Names of key co-workers who employee interacts with:

Supervision level:  Low supervision  Coworker support  
 Intermittent support  High support

Communication requirements:  w/ coworkers & supervisors  
 w/ general public  
 Minimal  
 Critical skill



**Skills Desired (circle the ones that are REQUIRED)**

Software application & computer skills, phone skills	
Reading, math	
Operating equipment (protective gear, machines)	
Applicable soft skills (i.e. problem solving, judgement, communication, initiative)	

**Job Specifications**

Appearance and attire	
Schedules	
Physical requirements	
Off-limit areas, restrictions, and rules	



**General Observations**

- General Requirements:     Speed                       Judgement  
                                           Repetition                       Accuracy
- Workplace:                       Fast                       Fluctuates  
                                           Steady                       Slow
- Work Routines:                       Unstructured                       Frequent changes  
                                           Few changes                       Highly structured
- Work Routines:                       High stimulation or     Quiet / low stimulation  
                                           Fast paced                      or     Steady and calm  
                                           Interactive                      or     Independent  
                                           Structured                      or     Flexible  
                                           Large area                      or     Small, defined  
                                           Social                      or     Not social

**Task 1:**                      Check one:    Core    Task    Episodic    Routine  
                                          How often? \_\_\_\_\_

Task:	Process:
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**Task 2:**                      Check one:    Core    Task    Episodic    Routine  
                                          How often? \_\_\_\_\_

Task:	Process:
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**Task 3:**                      Check one:    Core    Task    Episodic    Routine  
                                          How often? \_\_\_\_\_

Task:	Process:
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**Task 4:** Check one: Core Task Episodic Routine  
How often? \_\_\_\_\_

Task:	Process:
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**Task 5:** Check one: Core Task Episodic Routine  
How often? \_\_\_\_\_

Task:	Process:
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