



Business Profile

NAME OF BUSINESS _____

ADDRESS _____

TYPE OF BUSINESS _____

JOB TYPE:

_____ Clerical _____ Custodial _____ Food Service

_____ Factory Related _____ Other – Specific _____

JOB TITLES AVAILABLE: _____

MACHINES, TOOLS, EQUIPMENT, MATERIALS AND PRODUCTS USED IN THE JOB:

PHYSICAL DEMANDS OF THE JOB:

_____ Sedentary (Lifts 10# max)

_____ Medium Work (Lifts 50#, carries 25#)

_____ Light Work (Lifts 20#, carries 10#)

_____ Heavy Work (Lifts 100#, carries 50#)

PHYSICAL ACTIVITIES REQUIRED:

_____ Mobility _____ Reaching/Handling _____ Standing _____ Hearing

_____ Sitting _____ Stooping/Kneeling _____ Balancing/Climbing

_____ Vision _____ Dexterity

WORKING CONDITIONS:

_____ Inside _____ Outside _____ Both

_____ Cold _____ Heat _____ Fumes/Dust

_____ Hazardous _____ Noisy

_____ Safety Precautions: List _____

WORK PACE/SPEED:

_____ Slow _____ Medium/Steady _____ Continuous Fast Pace

_____ Sets Own Pace _____ Periods of Speed

INTELLECTUAL CAPACITIES NECESSARY:

_____ Math Skills _____ Reading Skills _____ Reasoning/Intellect

_____ Survival Words _____ 3rd Grade or Better _____ 5th Grade or Better

APPEARANCE:

_____ Casual _____ Uniform _____ Neat/Clean

AMOUNT OF SUPERVISION AVAILABLE:

_____ Constant _____ Occasional _____ Usually Works Alone

COMMUNICATION WITH CO-WORKERS:

_____ Minimal/None _____ Polite/Social/Follow Instructions

COMMUNICATION WITH CUSTOMERS:

_____ Minimal/None _____ Polite/Social

SHIFT AVAILABILITIES:

_____ Days _____ Evenings _____ Nights _____ All Shifts

SUPERVISOR/MANAGER NAME: _____

TITLE: _____

CONTACT INFORMATION: _____

MISCELLANEOUS (e.g. Employer concerns?)

Can this site be used as part of Discovery? YES NO

If yes, what are the training requirements for us to provide this support?

COMPLETED BY: _____ DATE: _____