

Job/Worksite Environmental Analysis

Analyst: _____ Date: _____

Company Name: _____ Industry: _____

Address: _____ City _____ Fax: _____

Contact: _____ Contact Phone: _____

Email: _____ Contact Email: _____

Company's goal/mission: _____

Hierarchy of Management:

Name: _____ Title: _____

Transportation Options: _____

Positions Available:	Shift/Hours	Wage	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Pay periods/methods available: _____

Workplace Culture:

Average Age: _____ Gender Percentage: _____

Dress: ___ Casual ___ Uniforms ___ Dress Casual ___ Business

___ Required Dress: _____

What rituals take place among coworkers? _____

How are instructions created in a visual format? _____

Is there a quiet space? _____

Is the work station tidy, systematic, organized? _____

Are coworker's jobs clear as to what they do, when? _____

Describe any turn taking systems: _____

Are coworkers consistent/do they change with a schedule? _____

What is the expected interaction with coworkers/customers/others? _____

What are the signals for breaks? _____

What are the issues of personal space in the workplace? _____

Work Area/Describe:

Lighting: _____

Noise: _____

Background Sounds: : _____

Vibrations: _____

Ventilation: _____

Colors: _____

Furniture: _____

Smells/Odors: _____

Work Table: _____

Temperature in Target Work Area: _____

Temperature in Break Areas: _____

Positioning to work: _____

Standing: in one place in more than one place none
 Walking: consistently periodically none
 Stopping: consistently periodically none

Equipment used: _____

Dress Requirements for this position: _____

Essential Functions of the Job Observed

Episodic Functions of the Job Observed

Is there a clear beginning and end to the tasks/what signals beginning and the end?

Training period/training procedure: _____

Company has task analysis for performance no task analyses available

What are the naturally occurring breaks? _____

How is time managed in the job? _____

Describe visibility of materials required to complete the task: _____

Bending:	<input type="checkbox"/> consistently	<input type="checkbox"/> periodically	<input type="checkbox"/> none	
Lifting:	<input type="checkbox"/> up to 5 lbs.	<input type="checkbox"/> up to 15 lbs.	<input type="checkbox"/> 15-30 lbs.	<input type="checkbox"/> 30+ lbs.
Kneeling:	<input type="checkbox"/> consistently	<input type="checkbox"/> periodically	<input type="checkbox"/> none	
Standing:	<input type="checkbox"/> consistently	<input type="checkbox"/> periodically	<input type="checkbox"/> none	

Verbal and Non-Verbal Communication required: _____

How is feedback and praise given in the job? _____

Humor/signs of humor/how is it used: _____

How is new information distributed to employees? _____

Pay Periods: _____
Method of Payment: _____

Turnover rate in the target position: _____
Turnover rate in direct management: _____

Describe the Natural Supports in the Workplace and Potential Natural Supports for the Targeted Position:: _____

Describe Company Sponsored Employee Groups or Community Service Teams: _____

Describe company sponsored social activities, i.e. picnics, sports teams: _____

How do employees personalize their workspace? Their work tools? _____

Are there shared equipment, tools? If so, what are the rules for sharing (unwritten and written)? Describe visibility of materials required to complete the task: _____

How are employee meetings scheduled? How are agendas set for these meetings?
What are the written/unwritten rules of employee meetings? _____

Other environmental observations: Describe visibility of materials required to complete the task: _____

Contact/Interview Log:

	Notes:
Date: _____	_____

Name: _____

Company: _____

Analyst: _____

Date: _____

Environmental Element Match/Support Planner

Candidate: _____

Environmental/Job Analysis

Element	1 (Match)	2 (Monitor)	3 (Support)	Plan of Action
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				