

Workplace Social Analysis

Analyst: _____ Date: _____

Company Name: _____ Industry: _____

Address: _____ City: _____

Contact: _____ Contact Phone: _____

Email: _____ Contact Email: _____

Fax: _____

Job Title/Position: _____

Hours : _____ Wage rate: _____ Department: _____

Job Description available: _____ Job Description to be written: _____

Technical Skills Required: _____

Personal Skills Required: _____

Benefits: _____

What is the application process? _____

What is the interview process? _____

Schedule of performance review: _____

Immediate Supervisor: _____

Hierarchy of Management in this department:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Assigned work area: _____

Additional access: _____

Lighting: _____

Temperature: _____

Organization of work area: _____

Organization of the Workplace

Quiet space: _____

Tidiness: _____

Systematically arranged: _____

Stationary/Mobile: _____

Position of furniture: _____

Same/different workers in the environments: _____

Issues with personal space: _____

Other: _____

How are social calendars organized? (protocols, rules) (ex: birthday rituals, team events, company sponsored events, responsibilities of employees): _____

Company's history on making accommodations for employees: _____

Describe management style, schedules, availability: _____

How are formal evaluations structured? _____

Describe Lighting: _____

Describe Noise Level: _____

Describe Activity in common areas: _____

Describe wall/ceiling/windows (ex: color, drop ceiling, many pictures, high/low ceilings, tinted windows): _____

Describe internal/external repetitive noises/vibrations: _____

Describe Ventilation: _____

Describe Smoking Areas: _____

How is humor used in the environment? _____

How has the environment changed over time (updating/reconstruction)? _____

Notes:

ORIENTATION LOCATION if different from work area: _____

Orientation Structure: Length: _____ Medium used: _____

Pre test/post test: _____ yes _____ no

Who delivers the orientation (position/title)? _____

Location where orientation is held: _____

New Employee requirements: _____

Employee Non-Work Areas:

- ___ Locker room: _____
- ___ Break room: _____
- ___ Cafeteria: _____
- ___ Vending Machines: _____
- ___ Furniture: _____
- ___ Washroom: _____
- ___ TV/Appliances: _____
- ___ Assigned Space: _____
- ___ Personal Space: _____
- ___ Noise Level: _____
- ___ Employee Responsibilities: _____
- ___ Other: _____

How are breaks and lunches taken (pre-assigned, routine, as production dictates: _____

How is time managed within the environment? (ex: time clock, clocks (digital/analog), self-managed, general buzzers, non-verbal, verbal) _____

Symbols/Safety:

How is safety displayed throughout the workplace? (ex: bathroom symbols, safety kits, painted walk areas, emergency push bars, etc) _____

Communication Style:

Daily workplace: ___ verbal ___ verbal/written ___ email ___ written
 Company information: ___ verbal ___ verbal/written ___ email ___ written

What are the natural occurring greetings in the workplace? _____

Describe how employees generally receive feedback, get new information, get answers:

Turnover Rate: _____

How are people trained for this job? _____

Tools Used: _____

_____	_____
_____	_____
_____	_____
_____	_____

How are employees recognized for accomplishments? _____

Notes: