

Employer Needs Analysis

The form matches job tasks at specific places of employment to those of the job seeker. An employer interview and business tour are used to identify potential jobs or tasks within jobs for current job seekers. The recorder should identify the steps for how jobs are currently performed, any tasks or jobs left uncompleted, tasks that could be performed more efficiently, and any accommodations, technology, or specialized training strategies utilized. If allowed, consider videotaping jobs to review later.

Company:	Date Started / Completed:
Address / Phone:	
Contact Person / Position:	Person(s) completing form:

INTERVIEW QUESTIONS:

Remember: This interview is not a sales pitch for hiring individuals with disabilities. It is intended to help you identify what's working and what's not working for the business owner to match deficits with the contributions of the job seeker. You also don't want to focus on what jobs the employer has currently available but rather on tasks that are not getting completed.

- 1) Do you have any unmet workplace needs or tasks that need to get done but often are not?
- 2) Do you have individual tasks or aspects of larger tasks performed by highly paid employees that entry-level workers could perform? If so, what tasks?
- 3) Do you have tasks that benefit from specific productivity or quality enhancements based on job seekers' competencies?

For the following items, information can be gathered from both the interview and business tour:

- 4) What is the culture of the business?
 - a. Dress Code:
 - b. Commonly Used Language (e.g., slang, acronyms):
 - c. Work Hours:
 - d. Break Times:
 - e. Lunch Procedures:
 - f. Initiation for New Hires:
 - g. Social Interactions:
 - h. Transportation (e.g., carpooling):
 - i. Disclosure of Disability Considerations:
- 5) For each job in the business, outline the following:
 - Job Tasks (task analyze the responsibilities of the job)
 - Tools Required
 - Performance Expectations
 - Quality Measures
 - Supervision and Instruction

Blueprint for Employment

Complete the considerations column based on the V3 Discovery Process, and then indicate if those variables are available in the employment setting based on the employee interview and business tour.

Critical Considerations	Available	Not Available
Choices (interests & preferences) 1. 2. 3. 4.		
Contributions (strengths & skills) 1. 2. 3. 4.		
Conditions for Success 1. 2. 3. 4.		