

Job Analysis Survey

Worksite: _____ Date: _____

Basic Information

- 1. General job type or position: _____
- 2. Job tasks involved in the position: _____

Three most time-consuming job tasks: _____

- 3. Worksite location and access to public transportation: _____

Task Characteristics

Job task requirements: _____

General mobility requirements: _____

Physical demands—gross motor: _____

Physical demands—fine motor: _____

Length of work tasks: _____

Variability of daily job tasks: _____

Problem-solving requirements: _____

Production rate requirements: _____

Work product quality requirements: _____

Continuous working requirements: _____

Task-Related Characteristics

Co-worker presence/task-related contact: _____

Non-task-related social contacts while working: _____

Social atmosphere of worksite: _____

Interactions with customers: _____

Supervisory contact: _____

Environmental Characteristics

Distraction level (noise/visual): _____

Comfort factors (temperature, space available, lighting, odor, sensory): _____

Equipment/tool use requirements: _____

Natural Supports

Environmental support: _____

Supervisor and co-worker support: _____

Job Task Analysis

Approximate times

Tasks performed

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____
17	_____	_____
18	_____	_____
19	_____	_____
20	_____	_____
21	_____	_____
22	_____	_____
23	_____	_____
24	_____	_____
25	_____	_____
26	_____	_____
27	_____	_____

Person completing the form

Signature of employer or supervisor