

QUICK WORKSITE ANALYSIS TOOL

When beginning to partner with a business, you want to ensure it's a great fit for your student(s). All students have different needs and preferences. As you are touring the business/meeting with the employer, use this form as a place to jot important notes. The notes can be discussed with your advisory board when deciding if a student is a good match.

GENERAL INFORMATION

Worksite: Sleepy Inn

Date: 5/15/2015

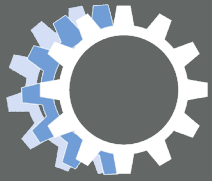
Address: 1444 W. Main Street Nashville, TN 37212

Contact: Kevin Simon

Phone: (615) 861-4522

Email: k.simon@sleepyinn.com

Transportation Information: Accessible via the bus



Transition

T E N N E S S E E

POSITION

Job title: Busser/Floor Position
Type of business: Food Service
Wage: \$8.25
Supervisor: Matthew Ford
Supervisor's Phone: (615)861-4520
Schedule: Monday, Wednesday, Friday
Hours: 9:00am-12:00pm
Uniform: Employer provided shirt and name tag must be worn. Employees should wear black pants and black closed toed shoes.
Hygiene/Appearance: no visible tattoos

ENVIRONMENTAL CONDITIONS

Work Area

Work Atmosphere

Physical characteristics of work space:

Communication demands:

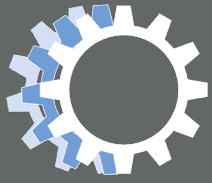
Mobility requirements:

Production/quality requirements:

Equipment:

Distraction levels (noise etc.):

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



Transition

T E N N E S S E E

TASK CONSIDERATIONS	
Task	Safety/Supports
General description of job tasks: clear tables, wipe tables, bring dishes to dish room, sweep, empty trash	Safety Hazards: chemicals used to clean tables and floors
Variability of job tasks: same tasks are to be completed every shift	Environmental supports:
	Supervisor/coworker support:
Essential Skills (necessary for job, includes personality traits & learning style)	Deal-breakers (supervisor's pet peeves, reasons for dismissal)
Understand written and verbal directions.	Frequent absence