

Job Analysis Record

Instructions: This form is used to capture the major task steps of each job or project. The recorder should pay particular attention to how the tasks are typically performed, any accommodations, technology or specialized training strategies that should be employed with the new employee. The tasks sets are to be recorded as “projects” so that a discrete training format can be established for each.

Name of Worker:	Date initiated/Date Completed: /
Company:	Contact Person/Supervisor:
Phone/E-mail:	Person complete JAR:
Proposed Job Title:	
Major Tasks or Projects:	
Proposed Work Hours/Days per Week:	
Anticipated Pay Rate/Benefits:	
Comments/Considerations:	

Culture of the Company

Record observations regarding the rites and rituals of the company: e.g. dress code, commonly used language and slang that may be helpful to understand, work hours, break times & lunch behavior, initiation rituals for new hires, social interactions, car pooling, et al.

Project One Description:

Task Steps:

Quality Measures:

Tools Required:

Speed & Accuracy Considerations:

Natural Instructors/Supervision:

Task Duration:

Task Acquisition Concerns:

Project Two Description:

Task Steps:

Quality Measures:

Tools Required:

Speed & Accuracy Considerations:

Natural Instructors/Supervision:

Task Duration:

Task Acquisition Concerns:

Project Three Description:

Task Steps:

Quality Measures:

Tools Required:

Speed & Accuracy Considerations:

Natural Instructors/Supervision:

Task Duration:

Task Acquisition Concerns:

Project Four Description:

Task Steps:

Quality Measures:

Tools Required:

Speed & Accuracy Considerations:

Natural Instructors/Supervision:

Task Duration:

Task Acquisition Concerns:

Notes and Recommendations for on-site trainer, resource ownership, universal/assistive technology, further job modification, etc.: