



Unit 6-Job Analysis



UNIT 6: JOB DEVELOPMENT

Job Analysis

Although detailed job analysis is not always necessary, sometimes the individual and job coach/employment specialist may need to spend time at the job site performing and/or studying the essential functions of the job so that they can become completely familiar with the position and job site. The job analysis is similar to a [situational assessment](#) except that the job coach and individual are viewing the exact position that the individual has been offered or wishes to attain. They will then determine whether or not the job may be suitable.

The complexity of the job and the needs of the consumer may vary given the requirements of the specific job site. By spending time on the site learning the job, you can anticipate support needs that the consumer may have.

A good beginning for a job analysis is obtaining information about a specific opening and attempting to observe someone performing the job in various phases. Be sure to have a way to record (written or voice) so that you can gather the needed information. Be sure to note the job routine and observe various tasks, essential job functions, critical skills, and the time needed to complete each job task. You and the individual may want to spend time in a work shadowing experience where the individual observes someone in their work role in order to understand how he/she does the job. The individual may actually perform the job on a short term and unpaid basis although if the individual actually performs the job, pay may become an

Download

Print



Activity Details

Task: View this topic

