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| Texas Workforce Solutions logo | **Texas Workforce Commission****Vocational Rehabilitation Services****Supported Employment Job Development and Job Analysis Report**  |
| **Customer Name:**       | **Case ID:**       |
| **Job Development Activities**   |
| **Which items were created for or with the customer?** |
| [ ]  Portfolio  | [ ]  Resume | [ ]  Job Applications | [ ]  Employment Data Sheet |
| [ ]  Cover letters | [ ]  Introduction letters |  [ ]  Reference sheets |  [ ]  Other, describe:       |
| **Describe job search activities completed to secure employment for the customer:**       |
| **Describe preparation for job interviews and how the customer performed in interviews:**       |
| **Describe the assistance provided related to onboarding with employer:**       |
| **How were work accommodations, job responsibilities and work preferences discussed with the employer?**      |
| **Job Analysis**   |
| **Date(s) Job Analysis completed:**       |
| **Description of the Job**   |
| **Employer:**       |
| **Customer’s job title:**       |
| **Is there a job description for the customer’s position?**[ ]  Yes [ ]  No [ ]  Attached**If no job description is attached, please describe the job briefly:**       |
| **Essential Work Tasks & Responsibilities** (performed regularly and routinely)   |
|  1.       | 2.       |  3.       |
|  4.       | 5.        |  6.       |
|  7.       | 8.       |  9.       |
| 10.       |  11.      | 12.       |
| **Episodic Work Tasks & Responsibilities** (performed irregularly or infrequently)   |
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| **Demands or Requirements of Job**   |
| **Work site accessibility (e.g., parking spaces, ramps, door, restroom, elevator, etc.)**:       |
| **Physical demands (e.g., requirements for endurance, lifting/carrying, movement,****sitting, standing, walking, etc.):**       |
| **Environmental demands (e.g., noise, climate, temperature, lighting, odors, etc.):**      |
| **Demands of work pace:**       |
| **Social interactions at the worksite (e.g., interactions with coworkers/customers/supervisor, teamwork,****inclusion in activities):**       |
| **Supervision (e.g., who customer reports to, how closely monitored):**       |
| **Structure and predictability of work schedules and tasks (e.g., predictable or unpredictable):**       |
| **Employer’s Training and Support Available to Employees**   |
| **Describe the employer’s orientation:**      |
| **Describe training and supports provided by employer:**       |
| **Describe any accommodations formally on file with employer for the customer:**       |
| **Describe any consultation with the employer related to the customer’s job training and support needs:**       |
| **Customer’s Response to the Job**   |
| **Describe the customer’s motivation related to the job:**       |
| **Describe the customer and their support system’s satisfaction, worries or concerns related to the job:**       |
| **Training and Supports Recommended by Supported Employment Provider**   |
| **Recommended Instructional Strategies**   |
| [ ]  **Direct Verbal Cue**: Directions that provide exact, specific instruction which are spoken to the customer. [ ]  **Gestures**: Physical movements used to encourage the start, continuation, or end of an action.[ ]  **Indirect Verbal Cue**:A spoken suggestion that cues the customer to perform a task and can include questions (Example – "What is the next step?"). [ ]  **Modeling**:Demonstrating a task or task sequence to a customer.[ ]  **Natural Supports**:Using existing work strategies that can involve assistance from people (co-workers, supervisors, etc.), procedures, customs, tools, and other benefits. [ ]  **Pictures/Written Instructions**: Any writing or graphic used to provide reminders of steps or sequences.[ ]  **Prime**: Hand-over-hand physical assistance to help complete a task.[ ]  **Prompt**: Brief or intermittent physical assistance to cue or guide the completion of an action. [ ]  **Shadow**: Following or observing the customer to identify instruction needs. [ ]  **Systematic Instruction**: Using a task process or step-by-step list to establish a work routine.[ ]  **Visual Cue**: Changing or modifying the appearance of work equipment by labeling, coloring, tagging, or numbering.[ ]  **Other Strategy, describe**:       |
| **Tools, Technology and Materials**   |
| **Describe the tools, technology and materials recommended to train the customer:**       |
| **REMEMBER TO COMPLETE THE TRAINING PLAN on the:** VR1634, Supported Employment Training Plan and Job Retention Report   |
| **SE Specialist completing the Job Development and Job Analysis Report**  |
| **Typed Name:**  | **Date:**  |