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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:** |