



**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?

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Portfolio | <input type="checkbox"/> Resume | <input type="checkbox"/> Job Applications | <input type="checkbox"/> Employment Data Sheet |
| <input type="checkbox"/> Cover letters | <input type="checkbox"/> Introduction letters | <input type="checkbox"/> Reference sheets | <input type="checkbox"/> 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)

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.

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:** _____