

Employer Needs Analysis

Company _____ **Date** _____

Employer Contact _____

Performed by _____ **Agency** _____

Performed by _____ **Agency** _____

Performed for _____

Employer Representative Assisting _____

Employer Representative Assisting _____

Departments/Areas Observed _____

Total Time Spent in Analysis _____

Dates/Days for Analysis _____

Mark one: **Specific to Job Seeker** ____ **Informational Interview** ____

General Descriptive Notes:

MG&A

Employees performing their jobs, look for:

Episodic duties Easier tasks to perform Material supply Tool supply
Interruptions Tasks that would make their job easier Wasted motions
Backed up tasks Tasks they don't like doing Tasks needing assistance
Fatigued workers Frustrated workers

<i>Observations of Employees doing their jobs</i>	<i>Unmet Need</i>	<i>Unbundled Task</i>	<i>Benefit to Employer</i>
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- 1.
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- 12.
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- 15.
- 16.
- 17.
- 18.

Work Environment, look for:

**Unattended materials
Misplaced materials
Missed opportunities**

**Unsafe conditions
Piles/boxes
Blockages**

**Unsightly areas Errors
Dusty/broken/dirty goods
Waste/scrap materials**

**Observations of
Work Environment**

**Unmet
Need**

**Unbundled
Task**

**Benefit to
Employer**

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- 1.
 - 2.
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 - 15.
 - 16.
 - 17.
 - 18.

MG&A

Customers of the setting, look for:

Customers waiting Customers confused Customers needing assistance
Customers angry Customers asking for information
Customers with complaints Customers with suggestions

<i>Observations of Customers in setting</i>	<i>Unmet Need</i>	<i>Unbundled Task</i>	<i>Benefit to Employer</i>
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- 1.
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- 17.
- 18.

MG&A

Needs/Benefits Identified by Employer:

Tasks on this page reflect areas of focus by the employer or employer representative. This may comprise additional information to a Needs Analysis performed with/for the employer or may be the sole information when Needs Analysis is performed by the employer.

<i>Employer's recommendations: and areas of focus</i>	<i>Unmet Need</i>	<i>Unbundled Task</i>	<i>Benefit to Employer</i>
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- 16.
- 17.
- 18.

Needs Analysis Performed For: _____

TASK/NEED MATCHING

List the Job Seeker's potential tasks from their TASK LIST and compare with Employer Needs/Benefits. This occurs prior to negotiation with employer.

Job Seeker Task List

Employees doing their jobs

1.

2.

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10.

11.

12.
Needs Analysis Performed For: _____

TASK/NEED MATCHING

Job Seeker Task List

Work Environment

1.

2.

3.

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11.

12.

Needs Analysis Performed for: _____

TASK/NEED MATCHING

Job Seeker Task List

Customers

1.

2.

3.

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10.

11.

12.

Needs Analysis Performed For: _____

TASK/NEED MATCHING

Job Seeker Task List

Needs/Benefits identified by Employer

- | <i>Job Seeker Task List</i> | <i>Needs/Benefits identified by Employer</i> |
|------------------------------------|---|
| 1. | |
| 2. | |
| 3. | |
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| 12. | |

Employer Needs Analysis

Company XYZ County General Hospital

Date Sept. 30, 201_

Employer Contact John Doe, Hospital Administrator

Performed by Jane Doe, Transition Specialist **Agency** XYZ Schools

Performed by Anne Thompson, Special Ed. Teacher **Agency** NHS

Performed for Susan Jones

Employer Representative Assisting Francis Roberts, Human Resources Manager

Employer Representative Assisting Lilac Green, Office Manager

Departments/Areas Observed Business office, records = **B/R**
(use letter codes for location of needs)

Gift Shop = **GS**

Cafeteria = **C**

Other = **O**

Total Time Spent in Analysis 4 hrs. total

Dates/Days for Analysis 1.5 hrs. on Thursday, 9/23/201_

2.5 hrs. on Wednesday, 9/30/201_

Mark one: **Specific to Job Seeker** **Informational Interview**
Non-specific by employer

General Descriptive Notes:

This Needs Analysis was conducted following a presentation by Jane Doe to the hospital administrator, John Doe. Ms Doe was successful in negotiating a needs analysis to be assisted, on different days, by the HR director, Francis Roberts, and the office manager, Lilac Green. The initial analysis was conducted in the office and records area of the hospital and the second day focused on the gift shop and in the cafeteria. Ms Doe was assisted by Susan's special education teacher, Anne Thompson. The results of the analysis were presented to John Doe in a meeting on October 5, 202_.

DRAFT

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Employees performing their jobs, look for: Susan Jones

Episodic duties **Easier tasks to perform** **Material supply** **Tool supply**
Interruptions **Tasks that would make their job easier** **Wasted motions**
Backed up tasks **Tasks they don't like doing** **Tasks needing assistance**
Fatigued workers **Frustrated workers**

Observations of Employees doing their jobs **Frequency of task** **Unmet Need** **Unbundled Task** **Benefit to Employer**

1. Stocking salad bar (C)	30 min.			X
2. Cleaning, wiping salad bar (C)	30 min.			X
3. Specialty salad prep (C)	3/day	X		
4. Searching for misfiled documents (B)	30 min.		X	
5. Copying patient records (R)	10/week			X
6. Assisting with excess Copying (B)	2/day			X
7. Making coffee (B/R)	3/day			X
8. Answering phone during lunch (B)	1/day for 1 hr.		X	
9. Preparing certified letters (B)	20/week		X	
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Work Environment, look for: Susan Jones

**Unattended materials
Misplaced materials
Missed opportunities**

**Unsafe conditions
Piles/boxes
Blockages**

**Unsightly areas
Dusty/broken/dirty goods
Waste/scrap materials**

Observations of Work Environment	Freq.	Unmet Need	Unbundled Task	Benefit to Employer
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1. Placing food in refrigerator following delivery (C)	3/week			X
2. Delivering documents to departments (B)	1/day			X
3. Entering data from old files (B)	Constant	X		
4. Stocking supplies after delivery (B/R)	1/week			X
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MG&A

Customers of the setting, look for:

- | | | |
|---------------------|----------------------------------|------------------------------|
| Customers waiting | Customers confused | Customers needing assistance |
| Customers angry | Customers asking for information | |
| Customer complaints | Customers with suggestions | |

Observations of Customers in setting	Freq.	Unmet Need	Unbundled Task	Benefit to Employer
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|--|--|--|--|--|
| <ol style="list-style-type: none"> 1. Assist customers in choosing gift or flowers (GS) 2. Direct families and visitors to patient rooms (O) 3. Offer coffee to families in waiting room (O) 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. | | | | |
|--|--|--|--|--|

	Various			X
	2/hour	X		
	Constant	X		

Needs Analysis Performed For: Susan Jones

TASK/NEED MATCHING

List the Job Seeker's potential tasks from their TASK LIST and compare with Employer Needs/Benefits. This occurs prior to negotiation with employer.

<i>Job Seeker Task List</i>	<i>Employer Task List</i>
1. Shredding	1.
2. Running errands	2.
3. Delivery	3. Delivering documents to departments
4. Copying	4. Copying patient records; assisting with excess copying
5. Filing	5.
6. Sorting, Collating	6.
7. Matching checks to invoices	7.
8. Stapling	8.
9. Folding, Sealing	9.
10. Light data entry	10. Entering data from old files
11. Faxing	11.
12. Backing up files to CD	12.
13. Labeling, shipping	13. Preparing certified letters
14. Cold food prep	14. Fruit and veggie prep in cafeteria
15. Cutting, paring	15.
16. Arrangement/layout	16. Specialty salad prep
17. Portioning	17.
18. Serving in cafeteria line	18. Offering coffee to families in waiting room

Needs Analysis Performed For: Susan Jones

TASK/NEED MATCHING

Job Seeker Task List

Employer Task List

19. Stocking salad bar	19. Stocking salad bar
20. Cleaning salad bar	20. Cleaning salad bar
21. Condiment replenishment	21.
22. Folding, straightening	22.
23. Facing stock	23.
24. Unboxing/receiving	24.
25. Shelving	25.
26. Hanging	26.
27. Security tags inst./remov.	27.
28. Restocking	28. Placing food in refrigerator & pantry
29. Inventory scanning	29.
30. Pricing	30.
31.	31. Walk families to patient rooms
32.	32. Collect wheelchairs and return to department
33.	33. Dust pictures in lobby
34.	34. Clean rehab equipment
35.	35. Wipe tables in cafeteria
36.	36. Dust/trim plants in lobby

Needs Analysis Performed For: _____

TASK/NEED MATCHING

Job Seeker Task List

Employer Task List

- | | |
|------------|---|
| 37. | 37. Dust ceiling fans |
| 38. | 38. Tear down boxes from delivery |
| 39. | 39. Crush soda cans |
| 40. | 40. Collect recyclables from departments |
| 41. | 41. Walk/direct families to patient rooms |
| 42. | 42. Searching for misfiled documents |
| 43. | 43. Making coffee |
| 44. | 44. Answering phone during lunch |
| 45. | 45. Assist customers in choosing gift/flowers in gift shop |
| 46. | 46. |
| 47. | 47. |
| 48. | 48. |
| 49. | 49. |
| 50. | 50. |

Needs Analysis Performed by Employers

Customized Employment offers you the opportunity to target specific areas of your business operations by focusing on tasks rather than job titles and job openings. In this way, you can augment the typical way you hire with this strategy that focuses on your needs and the job seekers unique skills.

Customized Employment utilizes voluntary negation of a tailored job description to create an employee relationship that benefits you and your employee. It does not replace typical hiring procedures; rather it allows you to pinpoint areas that you would like to address.

You can use this form to assist you in identify areas of need and benefit to your business. Our job developer will then explain how our job seeker might meet your needs through a customized job description.

Look for the following in your business:

1. **Unmet Needs** – *Tasks that need to get done but are not getting done*
2. **Cost Savings** – *Tasks that are currently bundled in job descriptions of higher paid employees that could be performed by someone at a lower pay rate*
3. **Improvement** -- *Tasks that can help your employees and your business operate more efficiently*

Regarding your employees:

Episodic duties	Easier tasks to perform	Material supply	Tool supply
Interruptions	Tasks that would make their job easier		Wasted motions
Backed up tasks	Tasks they don't like doing	Tasks needing assistance	
Fatigued workers	Frustrated workers		

Regarding your workplace:

Unattended materials	Unsafe conditions	Unsightly areas	Errors
Misplaced materials	Piles/boxes	Dusty/broken/dirty goods	
Missed opportunities	Blockages	Waste/scrap materials	

Regarding your customers: (as appropriate)

Customers waiting	Customers confused	Customers needing assistance
Customers angry	Customers asking for information	
Customers with complaints	Customers with suggestions	

