

Negotiation Tool — Job Analysis Record

Employment Seeker & Team Member Information

Instructions: This form is used to capture the major task steps of each job or project. The recorder should pay particular attention to how the tasks are typically performed, any accommodations, technology or specialized training strategies that should be employed with the new employee. The tasks sets are to be recorded as “projects” so that a discrete training format can be established for each.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employment Seeker | | |  | | Date Initiated | |  |
| Company | |  | | | Date Completed | |  |
| Contact Person/Supervisor | | | |  | | | |
| Phone |  | | | | E-mail |  | |

***Fill in your answers in the white areas.***

## Opportunities for New Tasks

### (Unmet Needs/New Products & Services/Tools & Technology)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Further Conversation/Negotiation/or Proposal Opportunity? | | | | | Yes  Maybe  No | |
| If no, brief explanation | |  | | | | |
| If yes or maybe, further conversation/negotiation/proposal opportunity is based on which of the following? (can be more than 1) | | | | | |
| Yes  Maybe  No | | Unmet Business Needs | | | Explanation |
| Yes  Maybe  No | | Resource Ownership Opportunity? | | | Explanation |
| Yes  Maybe  No | | Business-Within-A-Business Opportunity? | | | Explanation |
| Identified or Anticipated Barriers | | | Explanation | | |
|  | | | | | |
| Informational Interview Outcomes (select all that apply) | | | | | |
|  | | | | | | |

## Negotiation “Reasonability Range”

|  |  |
| --- | --- |
| Best Possible Offer |  |
| Goal |  |
| Least Acceptable Offer |  |

## Job Analysis Record

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed Job Title |  | | |
| Major Tasks or Projects |  | | |
| Proposed Work Hours |  | Proposed Days per Week |  |
| Anticipated Pay Rate |  | Anticipated Benefits |  |
| Comments/Considerations |  | | |

## Culture of the Company

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| --- |
| Record observations regarding the rites and rituals of the company: e.g. dress code, commonly used language and slang that may be helpful to understand, work hours, standard new hire training, break times & lunch behavior, initiation rituals for new hires, social interactions, car pooling, et al. |
|  |
| Core Work Routines(Identified by Employer & Program Staff during Job Analysis) |
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| Episodic Work Routines (Identified by Employer & Program Staff during Job Analysis) |
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| Job-Related Routines (Identified by Employer & Program Staff during Job Analysis) |
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| Intersecting (Shared) Tasks (Identified by Employer & Program Staff during Job Analysis) |
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| **Project One Description** |
|  |
| Task Steps |
|  |
| Quality Measures |
|  |
| Tools Required |
|  |
| Speed & Accuracy Considerations |
|  |
| Natural Instructors/Supervision |
|  |
| Task Duration |
|  |
| Task Acquisition Concerns |

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| **Project Two Description** |
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| Task Steps |
|  |
| Quality Measures |
|  |
| Tools Required |
|  |
| Speed & Accuracy Considerations |
|  |
| Natural Instructors/Supervision |
|  |
| Task Duration |
|  |
| Task Acquisition Concerns |

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| **Project Three Description** |
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| Task Steps |
|  |
| Quality Measures |
|  |
| Tools Required |
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| Speed & Accuracy Considerations |
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| Natural Instructors/Supervision |
|  |
| Task Duration |
|  |
| Task Acquisition Concerns |

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| **Project Four Description** |
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| Task Steps |
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| Quality Measures |
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| Tools Required |
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| Speed & Accuracy Considerations |
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| Natural Instructors/Supervision |
|  |
| Task Duration |
|  |
| Task Acquisition Concerns |

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| **Project Five Description** |
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| Task Steps |
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| Quality Measures |
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| Tools Required |
|  |
| Speed & Accuracy Considerations |
|  |
| Natural Instructors/Supervision |
|  |
| Task Duration |
|  |
| Task Acquisition Concerns |

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| Additional Notes and Recommendations for on-site trainer, resource ownership, universal/assistive technology, further job modification, etc. |
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