

Job-Discrepancy Analysis Form

Company Name: _____

Address: _____

Telephone Number: _____ Fax: _____

Contact Person: _____ Title: _____

Staff: _____ Date: _____

Job Title: _____

Current hourly wage (or wage at last date of employment in this position): _____

Did a wage change occur since the last Job Screening or Job Update? Yes No

If yes, complete this section:

Hourly rate changed from: \$ _____ to \$ _____ on _____ / _____ / _____

Number of Hours per week: _____ per Month _____ per Year: _____

If less than 12 months per year, what months is the job not available: _____

Number of employees in this company at this location: _____

Number of employees without disabilities in immediate area (50 ft. radius): _____

Number of other employees w/ disabilities: _____

In immediate area (50 ft. radius): _____

Number of other employees in this position: _____

During the same hours: _____

Tools or equipment needed (e.g.: nonslip shoes): Yes No

General Directions: PLEASE DO NOT LEAVE ANY ITEM UNANSWERED!

Indicate the most appropriate response for each item **in the first column** based on knowledge of the job including observations of the position and interview with employers, supervisors, and coworkers. **In the second column**, identify if there is a match or discrepancy based on the job seeker's traits, ability, interests, and desires. If there is a discrepancy, **in the third column**, record ideas for interventions, accommodations or comments to work through the discrepancy. At times, you'll find that the discrepancies will not have reasonable solutions and therefore the job may not be a match for the person.

A. JOB BASICS

1. Essential functions (list and analyze):

1.	MATCH:	Supports/interventions/comments:
2.	Yes: <input type="checkbox"/>	
3.	No: <input type="checkbox"/>	
4.		
5.		

2. Secondary job functions (list and analyze):

6.	MATCH:	Supports/interventions/comments:
7.	Yes: <input type="checkbox"/>	
8.	No: <input type="checkbox"/>	
9.		
10.		

3. Schedule: (check Yes or No for each item)

Weekend work required: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
Evening work required: <input type="checkbox"/>	Yes: <input type="checkbox"/>	
Fixed weekly schedule: <input type="checkbox"/>	No: <input type="checkbox"/>	
Schedule changes weekly: <input type="checkbox"/>		
Part time: <input type="checkbox"/> Full time: <input type="checkbox"/>		

4. SSA Benefits Consideration:

Employer supportive: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:	
Steady/consistent hours: <input type="checkbox"/>			Yes: <input type="checkbox"/>
Strict # hours needed: <input type="checkbox"/>			No: <input type="checkbox"/>
Hours fluctuate w. needs: <input type="checkbox"/>			

5. Travel Location:

On public transport route: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:	
Within ¾ mile of bus stop: <input type="checkbox"/>			Yes: <input type="checkbox"/>
Walking/biking distance: <input type="checkbox"/>			No: <input type="checkbox"/>

6. Orientation/Training:

None/little provided: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:	
Basic training provided: <input type="checkbox"/>			Yes: <input type="checkbox"/>
Sufficiently provided: <input type="checkbox"/>			No: <input type="checkbox"/>
Rely on intensive supports: <input type="checkbox"/>			

7. Support and Job Accommodations:

Very Supportive: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:	
Open: <input type="checkbox"/> Indifferent: <input type="checkbox"/>			Yes: <input type="checkbox"/>
Negative: <input type="checkbox"/> Unknown: <input type="checkbox"/>			No: <input type="checkbox"/>

8. Accessibility:

Fully accessible site: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:	
Partially Accessible: <input type="checkbox"/>			Yes: <input type="checkbox"/>
Accessibility issues: <input type="checkbox"/>			No: <input type="checkbox"/>

9. Appearance Requirements:

Grooming not important: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:	
Cleanliness required only: <input type="checkbox"/>			Yes: <input type="checkbox"/>
Neat and clean required: <input type="checkbox"/>			No: <input checked="" type="checkbox"/>
Grooming very important: <input checked="" type="checkbox"/>			

10. Employers Financial Requirements:

Not necessary: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:	
WOTC: <input type="checkbox"/> Internship: <input type="checkbox"/>			Yes: <input type="checkbox"/>
OJT: <input type="checkbox"/> WTO: <input type="checkbox"/>			No: <input type="checkbox"/>

11. Opportunity for Career Advancement:

Low to minimum: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:	
Average: <input type="checkbox"/>			Yes: <input type="checkbox"/>
Most probable: <input type="checkbox"/>			No: <input type="checkbox"/>

12. Benefits of the Job:

None: <input type="checkbox"/> Sick Leave: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:	
FMLA: <input type="checkbox"/> Medical: <input type="checkbox"/>			Yes: <input type="checkbox"/>
Dental: <input type="checkbox"/> Paid Vacation: <input type="checkbox"/>			No: <input type="checkbox"/>
Unpaid Vacation: <input type="checkbox"/>			
Employee Discounts: <input type="checkbox"/> ___%			
Free or reduced meals: <input type="checkbox"/>			
Other: <input type="checkbox"/> _____			

13. Level of Social Contact:

- Employment in an integrated environment in a position requiring a high degree of interdependent tasks and co-worker interactions and/or high level of contact with business customers. Example: Hotel Greeter/Concierge.

MATCH: Yes: No:

Supports/interventions/comments:

- Employment in an integrated environment in a position requiring a moderate level of interdependent tasking and co-worker interaction. Example: Office Service Aide - copying documents.

MATCH: Yes: No:

Supports/interventions/comments:

- Employment in an integrated environment on a shift or position which is relatively isolated. Contact with co-workers or supervisors is available at lunch or break. Example: Data Entry Position.

MATCH: Yes: No:

Supports/interventions/comments:

- Employment in an integrated environment on a shift or position which is isolated. Contact with co-workers or supervisors is minimal. Example: Night Janitor.

MATCH: Yes: No:

Supports/interventions/comments:

B. NAVIGATING/SAFETY

14. Street Crossing:

None: <input type="checkbox"/> Cross 2 Lane with light: <input type="checkbox"/> Cross 2 Lane w/o light: <input type="checkbox"/> Cross 4 Lane with light: <input type="checkbox"/> Cross 4 Lane w/o light: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
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15. Navigating Community:

None – enter job and start: <input type="checkbox"/> Navigate parking lot: <input type="checkbox"/> Walk 1-3 blocks from d/o: <input type="checkbox"/> Walk 3-5 blocks from d/o: <input type="checkbox"/> Walk 5+ blocks from d/o: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
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16. Travel Location Accessibility:

Public transport: <input type="checkbox"/> Para-transit: <input type="checkbox"/> <1 mile from home: <input type="checkbox"/> >1 mile from home: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
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C. PHYSICAL REQUIREMENTS

17. Strength - Lifting and Carrying:

Very light work (< 10lbs): <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
Light work (10-20lbs): <input type="checkbox"/>	Yes: <input type="checkbox"/>	
Average work (30-40lbs): <input type="checkbox"/>	No: <input type="checkbox"/>	
Heavy work (> 50lbs): <input type="checkbox"/>		

18. Endurance (work required without breaks):

Work for < 2 hours: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
Work for 2-3 hours: <input type="checkbox"/>	Yes: <input type="checkbox"/>	
Work for 3-4 hours: <input type="checkbox"/>	No: <input type="checkbox"/>	
Work for > 4 hours: <input type="checkbox"/>		

19. Fine motor skills/dexterity:

Not necessary in role: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
Required rarely: <input type="checkbox"/>	Yes: <input type="checkbox"/>	
Required frequently: <input type="checkbox"/>	No: <input type="checkbox"/>	
Required constantly: <input type="checkbox"/>		

20. Gross motor skills/dexterity:

Not necessary in role: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
Required rarely: <input type="checkbox"/>	Yes: <input type="checkbox"/>	
Required frequently: <input type="checkbox"/>	No: <input type="checkbox"/>	
Required constantly: <input type="checkbox"/>		

21. Physical movement (Check all that apply):

Sedentary: <input type="checkbox"/> Lifting/carrying: <input type="checkbox"/> Walking: <input type="checkbox"/> Sitting: <input type="checkbox"/> Standing: <input type="checkbox"/> Climbing (agility): <input type="checkbox"/> Balancing (equilibrium): <input type="checkbox"/> Twisting/bending: <input type="checkbox"/> Stooping/kneeling: <input type="checkbox"/> Reaching/handling: <input type="checkbox"/> Finger work/feeling: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

22. Mobility frequency:

Constant: <input type="checkbox"/> Half of the day: <input type="checkbox"/> Part of the day: <input type="checkbox"/> Sedentary/rarely : <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

D. PRODUCTIVITY REQUIREMENTS

23. Work Pace:

Self-paced work: <input type="checkbox"/> Slow pace: <input type="checkbox"/> Avg. pace: <input type="checkbox"/> Sometimes fast pace: <input type="checkbox"/> Continual fast: <input type="checkbox"/> Flexible deadlines: <input type="checkbox"/> Strict expectations: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
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24. Attention to Task:

1 task per hour: <input type="checkbox"/> 1-2 tasks per hour: <input type="checkbox"/> 2-3 tasks per hour: <input type="checkbox"/> Multiple tasks per hour: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
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25. Tasks:

Multi-step: <input type="checkbox"/> Conditional (if/then): <input type="checkbox"/> Repetitive: <input type="checkbox"/> Multiple tasks	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
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26. Sequencing of Job Duties (required):

One task req at a time: <input type="checkbox"/> 2-3 tasks in a sequence: <input type="checkbox"/> 4-6 tasks in a sequence: <input type="checkbox"/> 7 or more in a sequence: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
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E. MENTAL HEALTH/COPING WITH STRESS

27. Mental Stamina:

Rest/task change allowed: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
Steady mental focus req.: <input type="checkbox"/>	Yes: <input type="checkbox"/>	
Intense concentration req.: <input type="checkbox"/>	No: <input type="checkbox"/>	

28. Stressful work tasks/Environment:

Low/minimal stress: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
Moderate stress: <input type="checkbox"/>	Yes: <input type="checkbox"/>	
High stress: <input type="checkbox"/>	No: <input type="checkbox"/>	

29. Daily Changes in Routine:

No task change: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
2-3 task changes: <input type="checkbox"/>	Yes: <input type="checkbox"/>	
4-6 task changes: <input type="checkbox"/>	No: <input type="checkbox"/>	
7 or more changes: <input type="checkbox"/>		

30. Adapting to Changes:

Constant: <input type="checkbox"/> Frequently: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
Sometimes: <input type="checkbox"/> Rarely: <input type="checkbox"/>	Yes: <input type="checkbox"/>	
	No: <input type="checkbox"/>	

F. SOCIAL AND RELATIONSHIP REQUIREMENTS

31. Communication Required:

None/minimal: <input type="checkbox"/> Key words/signs needed: <input type="checkbox"/> Unclear speech accepted: <input type="checkbox"/> Clear speech needed: <input type="checkbox"/> Full sentences required: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Supports/interventions/comments:
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32. Social Interactions:

Not required: <input type="checkbox"/> Required infrequently: <input type="checkbox"/> Appropriate responses: <input type="checkbox"/> Required frequently: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Supports/interventions/comments:
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33. Visibility/Interaction to Public:

None: <input type="checkbox"/> Occasionally: <input type="checkbox"/> Regularly: <input type="checkbox"/> Ongoingly: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Supports/interventions/comments:
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34. Feedback Provided:

Annually: <input type="checkbox"/> Regularly: <input type="checkbox"/> When sought out/scheduled: <input type="checkbox"/> From Team/Co-workers: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
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35. Building Natural Supports:

None available: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
Low-Minimum potential: <input type="checkbox"/>		
Intermittent potential: <input type="checkbox"/>		
High Potential: <input type="checkbox"/>		

36. Workplace Culture:

Social: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
Independent: <input type="checkbox"/>		
Results-driven <input type="checkbox"/>		
Flexible: <input type="checkbox"/>		
Inclusive/Diverse: <input type="checkbox"/>		
Clan Culture: <input type="checkbox"/>		
Customer-focused: <input type="checkbox"/>		
Hierarchy Culture: <input type="checkbox"/>		
Market-driven: <input type="checkbox"/>		
Purpose-driven: <input type="checkbox"/>		
Innovative Culture: <input type="checkbox"/>		
Creative Culture: <input type="checkbox"/>		
Learning: <input type="checkbox"/>		
Playful: <input type="checkbox"/>		
Work-life balance: <input type="checkbox"/>		

G. ENVIRONMENTAL REQUIREMENTS

37. Sensory:

Vision: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
Noise: <input type="checkbox"/>	Yes: <input type="checkbox"/>	
Vibration: <input type="checkbox"/>	No: <input type="checkbox"/>	

38. Auditory Distractions:

Area is quiet: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
Area is mostly quiet: <input type="checkbox"/>	Yes: <input type="checkbox"/>	
Area is moderately noisy: <input type="checkbox"/>	No: <input type="checkbox"/>	
Area is noisy constantly <input type="checkbox"/>		

39. Temperature:

Indoor: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
Cold: <input type="checkbox"/>	Yes: <input type="checkbox"/>	
Outdoor: <input type="checkbox"/>	No: <input type="checkbox"/>	
Hot: <input type="checkbox"/>		

40. Work Space:

Shared: <input type="checkbox"/> Personal/Private: <input type="checkbox"/>	MATCH:	Supports/interventions/comments:
Mobile (cart, U-boat): <input type="checkbox"/>	Yes: <input type="checkbox"/>	
None: <input type="checkbox"/>	No: <input type="checkbox"/>	

41. Space:

Indoors: <input type="checkbox"/> Outdoors: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
Mix of both: <input type="checkbox"/>		
Small/contained: <input type="checkbox"/>		
Vast, high-ceilings: <input type="checkbox"/>		

42. Visual Distractions (Movement/People):

Low traffic movement: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
Medium traffic: <input type="checkbox"/>		
High Traffic: <input type="checkbox"/>		
People in close proximity: <input type="checkbox"/>		
Fluctuating flow of both: <input type="checkbox"/>		

43. Orienting:

Small area: <input type="checkbox"/> One room: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
Several rooms: <input type="checkbox"/>		
Building wide: <input type="checkbox"/>		
Building and grounds: <input type="checkbox"/>		

44. Supervision:

1:1: <input type="checkbox"/> Same area: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
Check Ins: <input type="checkbox"/>		
Independent for ___ hrs: <input type="checkbox"/>		

H. EMPLOYABILITY SKILLS

45. Time:

Not important: <input type="checkbox"/> Identify breaks/meals: <input type="checkbox"/> Tell time to the hour: <input type="checkbox"/> Tell time to the min: <input type="checkbox"/> Feel the passage of time: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
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46. Functional Reading:

None: <input type="checkbox"/> Slight words/symbols: <input type="checkbox"/> Simple reading: <input type="checkbox"/> Fluent reading: <input checked="" type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Supports/interventions/comments:
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47. Functional Math:

None: <input type="checkbox"/> Simple counting: <input type="checkbox"/> Simple add/sub: <input type="checkbox"/> Complex math: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
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48. Quality/Precision of work:

Low importance: <input type="checkbox"/> Somewhat important: <input type="checkbox"/> Highly important: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
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49. Attention to detail:

Low importance: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
Important sometimes: <input type="checkbox"/>		
Important frequently: <input type="checkbox"/>		
Important daily: <input type="checkbox"/>		

50. Task Requirements:

Limited tasks: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
Consistent tasks: <input type="checkbox"/>		
Variety of tasks: <input type="checkbox"/>		

51. Object Determination/distinguishing between work supplies:

Not needed: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
Must with an external cue: <input type="checkbox"/>		
Must without assistance: <input type="checkbox"/>		

52. Troubleshooting/rerouting issues:

Not necessary in role: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
Asking for clarity req: <input type="checkbox"/>		
Expected and required: <input type="checkbox"/>		

53. Instructions Provided:

Verbal: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
Written: <input type="checkbox"/>		
Visual/prompter: <input type="checkbox"/>		

54. Independent decision making:

Not necessary in role: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
Required monthly: <input type="checkbox"/>		
Required weekly: <input type="checkbox"/>		
Required daily: <input type="checkbox"/>		

55. Critical thinking and context clue skills need:

Constant: <input type="checkbox"/> Frequently: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
Sometimes: <input type="checkbox"/> Rarely: <input type="checkbox"/>		

56. Initiation of Work Motivation:

Self-starting required: <input type="checkbox"/>	MATCH: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Supports/interventions/comments:
Environmental cues avail.: <input type="checkbox"/>		
Co-worker support avail.: <input type="checkbox"/>		
Supervisor provides tasks : <input type="checkbox"/>		

57. Is this job in accordance with and supported by the person's Discovery Report Findings and Career Areas? : Yes: No:

If no, explain:

Miscellaneous:

Rate of employee turnover (annual percentage): _____

Overall _____ This Position _____

Number of supervisors: _____

Rate of supervisor turnover: _____

Written job description available? Yes: No:

Handbook available? Yes: No:

Human Resources Department Available? Yes: No:

How long has the manager been in their position? _____

At this location? _____

With the company? _____

What are the absolute "don'ts" for an employee in this position? (Manager's pet peeves, reasons for dismissal, etc.)

Environmental characteristics (physical barriers, temperature extremes, etc.): _____

Additional Comments:

