**Employer Needs Analysis**

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| **Company** |  | | | | | | | | | | | |  | **Date** |  | |
| **Employer Contact** | | |  | | | | | | | | | | | | | |
| **Performed by** | | | |  | | | | | | | |  | **Agency** | |  | |
| **Performed by** | | | |  | | | | | | | |  | **Agency** | |  | |
| **Performed for** | | | |  | | | | | | | |  |  | | | |
| **Employer Representative Assisting** | | | | | | |  | | | | | | | | | |
| **Employer Representative Assisting** | | | | | | |  | | | | | | | | | |
| **Departments/Areas Observed** | | | | | |  | | | | | | | | | | |
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| **Total Time Spent in Analysis** | | | | | |  | | | | | | | | | | |
| **Dates/Days for Analysis** | | | | | |  | | | | | | | | | | |
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| **Mark one:** | | **Specific to Job Seeker** | | | | |  | |  | | **Informational Interview** | | | | |  |
|  | | **Non-specific by employer** | | | | | |  | |  | | | | | | |
| **General Descriptive Notes:** | | | | |  | | | | | | | | | | | |
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**Employees performing their jobs, look for:**

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| **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** | | | | |

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| **Observations of Employees doing their jobs** | | **Frequency of task** | **Unmet Need** | **Unbundled Task** | **Benefit to Employer** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
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**Work Environment, look for:**

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

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| **Observations of**  **Work Environment** | | **Unmet Need** | **Unbundled Task** | **Benefit to Employer** |
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**Customers of the setting, look for:**

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

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| **Observations of**  **Customers in setting** | | **Unmet Need** | **Unbundled Task** | **Benefit to Employer** |
| **1.** |  |  |  |  |
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| **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.** |  | **1.** |  |
| **2.** |  | **2.** |  |
| **3.** |  | **3.** |  |
| **4.** |  | **4.** |  |
| **5.** |  | **5.** |  |
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| **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.** |  | **1.** |  |
| **2.** |  | **2.** |  |
| **3.** |  | **3.** |  |
| **4.** |  | **4.** |  |
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| **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.** |  | **1.** |  |
| **2.** |  | **2.** |  |
| **3.** |  | **3.** |  |
| **4.** |  | **4.** |  |
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| **12.** |  | **12.** |  |

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| **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.** |  | **1.** |  |
| **2.** |  | **2.** |  |
| **3.** |  | **3.** |  |
| **4.** |  | **4.** |  |
| **5.** |  | **5.** |  |
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**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**

**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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s recommendations**  **and areas of focus:** | | **Unmet Need** | **Unbundled Task** | **Benefit to Employer** |
| **1.** |  |  |  |  |
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