

Workplace Assessment and Job Analysis

When an employer is interested in hiring and outlines a job description and/or list of tasks and duties they would like a new hire to address, LiveWorkPlay will arrange a site visit to complete a Workplace Assessment and Job Analysis.

The Inclusion Specialist completes an assessment of the workplace and analysis of job tasks, work area, and workplace culture. Other details will include learning about responsibilities regarding tools and equipment, safety, co-worker support and quality checks, supervision, correction and quality improvement, productivity increases and improvement, transportation, payroll, and other logistics.

The workplace assessment will capture the critical information related to job tasks, quality measures, performance issues, and natural instruction/supervision as well as the more intangible aspects of the workplace culture. During this time the Discovery Specialist observes how the workplace trains all employees for on the job tasks and explores other factors such as who the “natural trainers” are (co-workers who are naturally helpful), who they go to people are if questions arise, how co-workers interact, and unofficial routines and rituals in the workplace.

Independence and integration is a top priority when an Inclusion Specialist is preparing the workplace and the new employee for their new job. New employees need to learn company culture, how to interact with co-workers, and the pace and structure of the day. These “soft skills” are often more important to supporting a good fit than proficiency in any one task. When these components are missed, long term integration and success are inadvertently undermined.

The Inclusion Specialist will create a workplace assessment detailing core, episodic, and job and summarizing key aspects of the work environment and culture. When possible, the Inclusion Specialist will supplement the assessment with a short video which can be shared with potential candidates to give them a better idea of the tasks and work environment.

The Workplace Assessment and Analysis is generally sufficient for determining quality of fit and matching prospective candidates with the opportunity (this is done at weekly staff team meetings). Once top candidates are identified by Discovery Specialists, the Inclusion Specialist will share the employment profiles of candidates to the employer for review. An interview or meet and greet will be organized and the employer will make a final decision regarding an offer of employment. The Inclusion Specialist will communicate final decisions to the candidate (s).

A good match will minimize the need for intrusive support and maximize inclusion in the workplace. Much of the work of the Inclusion Specialist is done with the employer and workplace *before* the candidate’s first day of work. In order to prepare the workplace, the next step is developing a training plan for the employer to implement based on the learning styles of the new employee, and this includes recommended accommodations as necessary.