BUSINESS/JOB SEEKER COMPATIBILITY ANALYSIS

Job Seeker: _____

Job Developer: _____

This document has been designed to support Job Development efforts through the Customised Employment approach. Job Developers use the form to gather vital information needed to successfully support Job Seekers into a customised work role.

This document is derived from MG&A Employer Needs & Benefits Analysis, MG&A Customized Job Description, MG&A Job Analysis, and MG&A Systematic Instruction Recertification Template (3-11-22). More information and resources at https://www.marcgold.com/

A. Potential Employers

List to be prioritised by Job Seeker (with support if required).

	Business Name/Contact details	Contact / Connection to business	Research prior to approaching business
1.			
2.			
3.			
4.			
5.			
6.			
7.			

8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Business / Job Seeker Compatibility Analysis

Compatibility Analysis should be conducted for each business identified in **Section A**, who demonstrate an openness to hearing more about the Job Seeker and the Customised Employment approach.

Business: _____   **Contact Name:** _____

B. Job Seeker Task List

During the Customised Plan for Employment Meeting, compile a list of the person's strongest skills that would benefit an employer.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

The next section focuses on looking at the needs of the employer, while considering the person's tasks lists as determined in **Section B**, as well as their potential contributions and conditions for success. This process will aim to understand the business more deeply, identifying the tasks of most value to an employer while broadening the possibilities for the Job Seeker.

For each type of task, look at the setting (environment), employees and customers.

C. Business Tasks Identified as Unmet Needs

Focus on tasks that need to get done but are not getting done in the way the employer would like, or tasks that need to be done but aren't getting done altogether.

1. _____

2. _____

3. _____

4. _____

5. _____

D. Tasks Better Performed by Others

Focus on tasks being done by highly paid professionals that could be better performed by someone at entry level.

1. _____

2. _____

3. _____

4. _____

5._____

E. Tasks of Particular Benefit to the Business (Aligning with Job Candidate's Interests and Contributions)

These are new tasks that help others do their job better. You might see the need for a task that helps reduce pressure on that area of business and in turn improves an employee or customer experience.

1. _____

2. _____

3. _____

4. _____

5._____

6._____

7._____

F. Brief overview of proposed Customised Job:

Consider days of week, hours per week, location of work within business, starting date, pay, role of the workplace trainer (support provided by the workplace) and the role of the Job Coach.

Days of week: _____

Hours per week: _____

Location of work within business: _____

Starting date: _____

Pay: _____

Role of workplace trainer (support provided by workplace): _____

Role of the Job Coach: _____

G. Proposed Schedule of Work

Task	Frequency / Duration	Supervisor	Workplace Trainer(s)

Additional notes about schedule:

_____

_____

_____

Steps in gathering information to understand how supports will be provided to the Job Seeker.

H. Identifying the _Ways_ of the business, meaning the way jobs are performed in the work setting.

Specifically, the method typically used by employees, step by step procedures, the culture of the workplace, how employees interact, managerial style and any other information that describes how employees are expected to perform their jobs and behaviour desired by the employer.

In this section, we are especially thinking about Job Seeker conditions for success learned during Discovery.

Typical step by step procedures:

_____

_____

_____

What is the culture of the business?

_____

_____

_____

How does the culture of the business fit or not fit the Job Seeker?

_____

_____

_____

Who are the employees and supervisors who work in the business? List names and roles within business

_____

_____

_____

What's the continuity of co-workers and supervisors? Refers to how long staff have been working in the business, staff turnover rates and consistency of staff work schedules

_____

_____

_____

What's noticed about interactions between employees, with supervisors, with customers? (Does the Job Seeker have *conditions* regarding continuity, age, gender and personality of employees and supervisors?)

_____

_____

_____

What are areas of particular importance to the business – for example, production, precision, quality, employee loyalty?

_____

_____

_____

How were the methods for the Job Seeker's targeted job tasks identified?

_____

_____

_____

Did you notice different employees using different methods for the same task?

_____

_____

_____

If varied methods were noticed, how will you respond to this, and/or what will you recommend to the business?

_____

_____

_____

What did you learn about written rules *and* unwritten rules?

Written rules:

_____

_____

_____

Unwritten rules:

_____

_____

_____

I. Identifying the _Means_ of the business

This refers to teaching strategies used by the employer when a new employee starts in a role and how they are supported when they need assistance.

Here we're especially paying attention to what was learned with the Job Seeker during Discovery regarding learning and instruction.

What were the typical means that you observed or heard about?

_____

_____

_____

What did you learn about new employee orientation?

_____

_____

_____

What were the typical motivating strategies utilised to support employees? i.e. an employee rewards program. If this information is not clearly observed, ask questions of the employees and managers to determine the strategies used.

_____

_____

_____

The Job Developer can request that the business spend time demonstrating how they train new staff. The Job Developer can then consider how these methods will suit the Job Seeker.

_____

_____

_____

How much information was provided at once?

_____

_____

_____

How did they respond to errors?

_____

_____

_____

What did you find out about typical training time for this task for a new employee?

_____

_____

_____

Has the business already developed written step-by-step procedures (content task analyses) that accurately reflect the methods for each targeted job task?

_____

_____

_____

If not already available, then how did you proceed? Did you prepare written content steps that fit the typical method?

_____

_____

_____

J. Identifying the People of the business

This refers to the people who would typically support a new employee to perform their job.

Who are the people that typically train and support new employees to perform their jobs?

_____

_____

_____

How did you identify the people who typically train job tasks, as well as the people that provide new employee orientation?

_____

_____

_____

Who will provide support on day one of training in the role? And what will this support look like?

_____

_____

_____

How was the decision made regarding support needed for Day 1 and by whom? How were the roles defined?

_____

_____

_____