

# ADDITIONAL RESOURCES

## Sample Workplace Analysis Form

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Analyst:  Date:

Company name:  Industry:

Address:  City:

Contact Name:  Contact phone:

Contact Email:  Contact fax:

### Job Title/Position:

Hours:  Wage rate:  Department:

Job description available:  Job description to be written:

Technical skills required:

Personal skills required:

Benefits:

What is the application process (online, at facility, through an agency, other)?

What is the interview process?

Schedule of performance review:

**Immediate Supervisor:**

Hierarchy of leadership in this department:

Name:  Title:

Name:  Title:

Name:  Title:

HR manager:

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## Sample Workplace Analysis Form

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Payroll leader:

Assigned work area:  Additional access:

Lighting:

Organization of work area:

### Organization of the Workplace

Quiet space:

Tidiness:

Systematically arranged:

Stationary/Mobile:

Position of furniture:

Same/Different workers in the environments:

Issues with personal space:

Other:

How are company social events (birthday rituals, team events, company-sponsored events) organized?  
What are the employee responsibilities, protocols and/or rules?

Company's history on making accommodations for employees:

Describe management style, schedules, availability:

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How are formal evaluations structured?

Describe lighting:

Describe noise level:

Describe activity in common areas:

Describe wall/ceiling/windows (e.g., color, drop ceiling, many pictures, high/low ceilings, tinted windows):

Describe internal/external repetitive noises/vibrations:

Describe ventilation:

Describe smoking areas:

How is humor used in the environment?

How has the environment changed over time (updating/reconstruction)?

New Hire orientation location if different from work area:

Orientation structure: Length:

Medium used:

Pre-test:  Yes  No

Post-test:  Yes  No

Who delivers the orientation (position/title)?

Location where orientation is held:

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New employee requirements:

Employee non-work areas:

- Locker room:
- Break room:
- Cafeteria:
- Vending machines:
- Furniture:
- Washroom:
- TV/Appliances:
- Assigned space:
- Personal space:
- Noise level:
- Employee responsibilities:
- Other:

How are breaks and lunches taken (pre-assigned, routine, as production dictates)?

How is time managed within the environment (e.g., time clock, clocks [digital/analog], self-managed, non-verbal, verbal)?

### **Symbols/Safety:**

How is safety displayed throughout the workplace (e.g., bathroom symbols, safety kits, painted walk areas, emergency push bars, etc.)?

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## Sample Workplace Analysis Form

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### Communication Style:

Daily workplace:  verbal  verbal/written  email  written

Company information:  verbal  verbal/written  email  written

What are the natural occurring greetings in the workplace?

Describe how employees generally receive feedback, get new information, get answers:

Turnover rate:

How are people trained for this job?

How are employees recognized for accomplishments?

Notes: