

# SITE ASSESSMENT

## PURPOSE OF THESE ASSESSMENTS

The purpose of Alpine Learning Group's **Site Assessment** and **Employee Characteristic Assessment** are to aid clinicians in evaluating the appropriateness of potential jobs and volunteer opportunities for an individual with autism. The assessments are meant to be used in conjunction with one another. Each section on the Site Assessment has a corresponding section in the Employee Characteristic Assessment.

## HOW TO USE THESE ASSESSMENTS

- + Complete an **Employee Characteristic Assessment** on the individual with autism. Be sure to include information from people who know the individual well, such as teachers and parents.
- + Complete a **Site Assessment** on a potential job or volunteer opportunity for that individual.
- + Compare the two assessments. Look at each section and determine how well they match.
  - If the responses are the same on most of the items, the job may be a good fit for the individual.
  - If there are many items that are different, then it may be warranted to: Teach pre-requisite skills, identify accommodations at the job site, or identify a new job site.
  - Other times, items on the two assessments may match, but a critical item may be different that will preclude placement in that job. For example, if the individual engages in loud vocal stereotypy, but the job environment is very quiet, such as a library, it may not be an appropriate job. For this individual, an environment, that can accommodate loud noise, may be a better fit.

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# SITE ASSESSMENT

## JOB INFORMATION

Company \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Connection/affiliation to job \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**What type of job opportunity is available?**  
**(e.g., sales associate)**

\_\_\_\_\_  
\_\_\_\_\_

### Available schedule

Days \_\_\_\_\_

Hours \_\_\_\_\_

### Notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Be sure to obtain the manager's contact information and set up a time to follow up.**

**This is a paid position**  
**(select all that are available)**

Full-time

Part-time

Per diem

### Wage

Hourly rate \_\_\_\_\_

Salary \_\_\_\_\_

### Pay schedule

Weekly

Bi-weekly

Monthly

Other \_\_\_\_\_

**This is a volunteer position**  
**(select all that are available)**

Part-time

Per diem

May lead to paid position

# SITE ASSESSMENT

## JOB LOCATION

Select the location where the job is performed

### Community Center

- Gym
- YMCA/JCC
- Other \_\_\_\_\_

### Education

- Day Care
- Elementary
- Middle School/High School
- College/University
- Other \_\_\_\_\_

### Food Service

- Catering hall
- Fast-food
- Sit down restaurant
- Other \_\_\_\_\_

### Healthcare

- Doctor's office
- Hospital
- Nursing home/assisted living facility
- Other \_\_\_\_\_

### Manufacturing

- Assembly line
- Food Processing
- Sample Room
- Warehouse
- Other \_\_\_\_\_

### Mobile

- Delivery
- Personal errands
- Pick-up
- Other \_\_\_\_\_



### Nursery

- Farm
- Greenhouse
- Plant Store
- Other \_\_\_\_\_

### Office

- Private office
- Corporate park
- Suite within an office building
- Other \_\_\_\_\_

### Outdoor

- Park
- Beach
- Residential area
- Commercial area
- Other \_\_\_\_\_

### Retail

- Clothing
- Department store
- Supermarket
- Farmers' market
- Other \_\_\_\_\_

### Veterinary

- Animal hospital
- Mobile grooming
- Pet Store
- Veterinary office
- Other \_\_\_\_\_

# SITE ASSESSMENT

## JOB RESPONSIBILITIES

For items marked with an asterisk (\*), please select the specific job responsibilities under the appropriate subheading

### Custodial

- Cleaning
- Cleaning windows
- Recycling
- Dusting
- Garbage collection
- Mopping
- Replenishing supplies
- Vacuuming
- Other \_\_\_\_\_

### Food Service

- Busing
- Cleaning
- Coat check
- Cooking
- Custodial\*
- Dishwashing
- Food prep
- Greeter
- Portioning
- Napkin folding/rolling
- Restocking
- Replenishing
- Room arrangement
- Silverware polishing
- Table setting
- Other \_\_\_\_\_

### Gym

- Custodial\*
- Folding towels
- Restocking supplies
- Sales associate
- Other \_\_\_\_\_

### Education

- Childcare
- Teacher's aide
- Classroom helper
- Custodial\*
- Food service\*
- Lunch aide
- Material preparation
- Office
- Other \_\_\_\_\_

### Healthcare/Hospital/ Assisted Living

- Activities
- Companion
- Custodial\*
- Food service\*
- Nurse's aide
- Office
- Replenishing
- Transport
- Other \_\_\_\_\_

### Manufacturing/ Factory

- Assembly—requires fine motor skills
- Assembly—requires extensive fine motor skills
- Custodial\*
- Food manufacturing
- Fork lift/heavy machinery
- Packaging
- Quality control
- Sewing
- Other \_\_\_\_\_

### Mobile

- Driving required
- No driving required
- Other \_\_\_\_\_

### Nursery

- Custodial\*
- Planting
- Watering
- Other \_\_\_\_\_

### Office

- Answering phones
- Assembling mailings
- Collating
- Custodial\*
- Entering data
- Filing
- Inventory
- Laminating
- Mailing/boxing items
- Making coffee
- Making copies
- Purchasing supplies
- Sorting mail
- Shredding paper
- Scanning
- Other \_\_\_\_\_

### Outdoor maintenance

- Bagging leaves
- Leaf blowing
- Mowing
- Picking up litter
- Planting
- Raking
- Shoveling snow
- Watering
- Other \_\_\_\_\_

### Retail

- Assisting customers (e.g., sales associate)
- Collecting carts
- Cashier
- Custodial\*
- De-trashing boxes (e.g., shoe boxes)
- Folding clothes
- Greeting customers
- Hanging clothes
- Organizing shelves
- Returning items
- Sizing clothes
- Sorting clothes
- Stocking shelves
- Taking inventory
- Unpacking boxes
- Other \_\_\_\_\_

### Supermarket

- Bagging groceries
- Collecting carts
- Cashier
- Checking expiration dates
- Custodial\*
- Food service\*
- Greeting
- Returns
- Stocking
- Other \_\_\_\_\_

### Veterinary

- Bathing/grooming animals
- Custodial\*
- Feeding animals
- Petting/socializing animals
- Walking dogs
- Other \_\_\_\_\_

# SITE ASSESSMENT

## SITE CHARACTERISTICS

Traveling distance to job site \_\_\_\_\_

**Is public transportation to and from the job site easily accessible?**

- Public transportation is within walking distance to job site
- Paratransit (e.g., Access Link, Access-A-Ride) transports to the area
- Public transportation is not easily accessed

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is the job site flexible with working hours?**

- Not flexible
- Advanced notice and approval required
- Highly flexible

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Where will the job be performed?  
(select all that apply)**

- Indoors
- Outdoors

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Multiple observations of a job site may be required to determine if a job is a match for an individual.**

**What type of uniform/apparel is required by the job site?**

- Uniform top
- Uniform bottom
- Hat
- Hairnet
- Ear muffs/plugs
- Booties
- Protective suit
- Gloves
- Goggles
- Business/dress attire
- No uniform/apparel required
- Other \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What kinds of tasks are required of the employee?**

- Varied tasks
- Repetitive tasks
- Both varied and repetitious tasks available

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What types of supports are available for the employee?**

- No support available
- On-site supervisor available
- Colleague support available
- On-going job coach permissible

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# SITE ASSESSMENT

## SITE CHARACTERISTICS

### Are there any safety concerns regarding equipment use?

- Low safety concerns
- Moderate concerns (e.g., traffic, near highways, equipment)
- High concerns (e.g., heavy machinery, elopement)
- None

### Are there any vulnerable clientele present (e.g., children, the elderly)

- Low safety concerns
- Moderate concerns (e.g., working around some vulnerable individuals)
- High concerns (e.g., working around vulnerable population)
- None

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Are there any potential health concerns related to the job site?

- Environmental allergens
- Health risks (e.g., hospital, doctor office)
- Pet allergens
- Irritants (e.g., fumes, odors, dusts, mists)
- Extreme temperatures
- Toxic supplies used
- There are no identified health concerns

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### How accessible are exits within the job site?

- Multiple exits within work space (Number \_\_\_\_\_)
- Easily accessible exits
- Longest distance to nearest exit (Distance \_\_\_\_\_)
- Long distance to vehicle from work space
- Short distance to vehicle from work space

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### What type of space will the job be performed in? (select all that apply)

- Small workspace (e.g., small office)
- Moderate-sized workspace
- Large work space (e.g., warehouse)
- Confined aisles
- Spacious aisles

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### What type of restrooms are available for the employee? (select all that apply)

- Public
- Family
- Private (single stall)
- Supervision in restroom permissible

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Apps on phones or tablets can be great tools to assist the employees in learning a new job. Check with the employer on their cell phone policy.**

# SITE ASSESSMENT

## SITE CHARACTERISTICS

### What is the noise level at the job site? (select all that apply)

- Very quiet (e.g., library)
- Ambient noise (e.g., phones, people talking, music)
- Loud (e.g., machinery)

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### How many people (e.g., co-workers, customers) are in the work area?

- None. No people in immediate work space
- Few people around
- Some people around
- Lots of people around

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### How public is the area where the job is performed?

- Job performed in isolated location (e.g., separate room)
- Job is mainly performed in isolated location, but sometimes others are around
- Job performed in main site location alongside colleagues
- Job performed in front of customers

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### If the employee *chooses*, are there any opportunities for social engagement (e.g., small talk)?

- None
- Few opportunities available
- Some opportunities available
- Frequent opportunities available

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### How often will the employee be *required* to engage in social interactions during the job?

- None
- Infrequent social interaction
- Some interaction
- Frequent interaction

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### How often is the employee required to interact with supervisors?

- Infrequent social interaction
- Some interaction required
- Frequent interactions required
- None

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Be sure to speak to the employer regarding on-site supports required by the individual.**

# SITE ASSESSMENT

## SITE CHARACTERISTICS

### What type of communication is permissible? (select all that apply)

- Verbal communication
- Picture/text communication
- Augmentative Communication Device
- None

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### What type of instructions is the employee required to follow? (select all that apply)

- Simple verbal instructions
- Simple written instructions
- Complex verbal instructions
- Complex written instructions
- Instructions presented in drawings/photographs (e.g.,  
drawings depicting how to assemble an item)
- Model provided by coworkers/supervisor
- None

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### What kind of prompting is appropriate at the job site? (select all that apply)

- Verbal
- Gestural
- Pictorial
- Textual
- Audio
- Prompts provided by an electronic device (e.g., phone)
- Video model

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### How often can the employee access reinforcers (rewards) during the job? (select all that apply)

- Minimal reinforcement available (occurs in the form of a  
paycheck only)
- Occasional reinforcement available (occurs at least one  
time at the site)
- Frequent reinforcement available (occurs on or within 1 hour)
- Vending machine available
- Cafeteria available
- Gift shop available
- Other, specify \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### What are the physical requirements of the job?

- Mostly sitting
- Combination sitting & standing
- Mostly standing
- Ambulating
- Lifting/pushing/pulling under 5 lbs.
- Lifting/pushing/pulling 5-10 lbs.
- Lifting/pushing/pulling 10-15 lbs.
- Lifting/pushing/pulling more than 15 lbs.

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### What motor skills are required for the job to be performed?

- Gross motor only
- Primarily gross motor, some fine motor
- Primarily fine motor, some gross motor
- Fine motor only
- Intricate fine motor

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# SITE ASSESSMENT

## SITE CHARACTERISTICS

### What types of technology skills are required?

- iPad/tablet/smart phone
- Computer
- Technology skills are not required
- Other (e.g., copy machine, fax), specify \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### What reading skills are required?

- Recognize single numbers, letters and /or pictures
- Read words and phrases (multiple fonts used)
- Read simple sentences (multiple fonts used)
- Reading skills are not required

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Are reading comprehension skills required for this job?

- Limited reading comprehension (similar statements)
- Moderate reading comprehension skills (simple sentences)
- Detailed reading comprehension skills (multi-sentence)
- Reading comprehension skills are not required

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### What kind of writing skills are required for this job?

- Write simple sentences
- Write words and/or phrases
- Write characters, numbers and/or pictures
- Writing skills are not required

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### What money skills are required for this job?

- Perform money exchanges and making change
- Identify value of coins and bills (not required to make change)
- Exchange money (e.g., buy lunch)
- Money concepts are not required

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### What kind of math skills will be performed while on the job?

- Counting
- Adding
- Subtracting
- Using a calculator
- Math skills are not required

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Is time telling a component of the job?

- Detailed time skills required
- Telling time by the hour required
- Telling time for breaks/lunch required
- Time skills are not required

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SITE ASSESSMENT

## SITE CHARACTERISTICS

### What kind of attention to detail is required?

- Quality is not important for the job
- Quality is minimally required
- Quality is important to job
- Quality is essential to job

Comments \_\_\_\_\_

\_\_\_\_\_

### What kind of sequencing of tasks is required for the employee to follow?

- 5 tasks or more in a sequence
- 2–4 tasks in a sequence
- Sequencing is not required

Comments \_\_\_\_\_

\_\_\_\_\_

### What type of sanitary behavior is required for this job? (e.g., covering mouth when coughing, using tissue properly)

- Sanitary behavior not required
- Some unsanitary behavior tolerated
- Must have sanitary behavior at all times

Comments \_\_\_\_\_

\_\_\_\_\_

### What pace of work is required?

- Slow pace acceptable
- Moderate pace required
- Fast pace required
- Specific pace \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

### Please check if any of these potential problem behaviors would not be tolerated at the job (i.e., employee likely to be terminated):

- Loud behavior
- Moderate levels of stereotypy
- Food stealing
- Unpredictable body movements (e.g., rocking)
- Other \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

### Factors that may influence behavior or require an accommodation:

- No animals present
- Breaks from work tolerated (How frequent \_\_\_\_\_)
- Headphones or use of other electronic equipment permitted
- Medical equipment permitted  
(Specify \_\_\_\_\_)
- Private area available

Comments \_\_\_\_\_

\_\_\_\_\_