

# West Bay Collaborative Transition & Vocational Services

## WORKPLACE OBSERVATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Place: \_\_\_\_\_ Job Title: \_\_\_\_\_

Below is a list of things to look for when observing a workplace. Mark all of the boxes that apply and record your thoughts.

The ENVIRONMENT: What the place looks like

1. IS THE WORK \_\_\_\_\_  INSIDE  OUTSIDE  BOTH ?

2. IS THE LIGHTING \_\_\_\_\_  BRIGHT  DIM ?

3. DOES THE PLACE HAVE \_\_\_\_\_  WINDOWS  OVERHEAD LIGHTS ?

4. IS THE PLACE \_\_\_\_\_  NOISY  AVERAGE  QUIET?

5. IS THE WORK AREA \_\_\_\_\_  CLEAN  DIRTY?

6. DO THE WORKERS \_\_\_\_\_  STAY IN ONE PLACE  MOVE FROM PLACE TO PLACE ?

7. DOES THE WORKPLACE HAVE AN ODER OR SMELL \_\_\_\_\_  YES  NO?

8. IS THE TEMPERATURE \_\_\_\_\_  HOT  AVERAGE  COLD?

9. IS THE WORK \_\_\_\_\_  FAST  SLOW?

10. DO THE WORKERS WORK AT \_\_\_\_\_ AT A SET PACE  AT THEIR OWN PACE?

11. IS THE LIFTING \_\_\_\_\_  LIGHT  HEAVY?

12. IS THERE ANY  BENDING  REACHING?

13. ARE THE WORKERS MOSTLY  STANDING  SITTING?

14. DO THE WORKERS WORK  AS TEAMS OR A GROUP  ALONE?

15. DO THE WORKERS  TALK TOGETHER  KEEP TO THEMSELVES?

16. DO THE WORKERS WORK WITH  THE PUBLIC  WITH CHILDREN?

17. IS THE WORK MOSTLY WITH  INFORMATION OR DATA  PEOPLE OR ANIMALS  TOOLS & MACHINES

THE THINGS I LIKED BEST WERE:

THE THINGS I DIDN'T LIKE WERE:

THIS JOB WAS (1= AWFUL TO 10=AWESOME) (0,1,2, Don't Like, Neutral, Like)

1.....2.....3.....4.....5.....6.....7.....8.....9.....10



0.....1.....2