How to Complete a Task Analysis

The purpose of a Task Analysis is to break down and sequence job tasks into independent teachable steps. It is a very efficient way of measuring job skills, as it provides the teacher(s) with a consistent list of skills needed to complete an assigned task and can assist with the development of measurable goals.

1. Find out from the employer what job the student will be assigned. For example: Clean stock room. Go to the job site and observe what a present employee does to complete that assigned job. On the Task Analysis Form you will list each of the steps required to complete the task. Make sure that you are very specific in listing **ALL** of the steps. What might be obvious steps to many students will not be obvious to every student.

2. After you have completed the initial Task Analysis, the student should be provided instruction on their assigned job. After that instruction, you will rate the student on their ability to do each step of the task. The rubric used is as follows:

* NO- No Opportunity
* 0 – Refusal
* 1 – Physical
* 2 – Model
* 3 – Gesture
* 4 – Verbal (Direct/Indirect)
* 5 – Independent

3. After you have determined the student’s baseline on the assigned task, you will periodically assess the student’s job skills through observing the student doing the task and again using the rubric to measure the students’ progress in mastering the job duties. These observations will then show you what areas have improved and where there is need for additional instruction. These ratings can also be used as a portion of your grading.

**Vocational Task Analysis**

 **Ratings**

 **5 – Independent 2 – Model**

 **4 – Verbal (Direct/Indirect) 1 – Physical**

 **3 – Gesture 0- Refusal**

 **NO – No Opportunity**

**Job Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date and Initial**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student:****WEI:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

 **STEPS RATINGS**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **13.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **14.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **15.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **16.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **17.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **18.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **19.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **20.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Ratings for Day** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Ratings Possible** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **% of Ratings for Day** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**“Total Ratings for Day” -** *Add rating column*

**“Total Ratings Possible” -** *# of steps x 5*

**“% of Ratings for day” -** *Divide “Total Ratings for Day” by “Total Ratings Possible”*