



APPENDIX 6 - Individual Action Plan of a Client -Work placement analysis by a client

2.3 - filled in by an assistant in cooperation with a client Work counsellor's name:

Client's name:

Date and location:

Client's signature:

Work Contract Form	What is it for you ? / Do You agree , disagree? / example
Willingness to work under a project contract	
Willingness to work under fixed term contract	
Willingness to work under a contract for an indefinite time period	

Working time:	What is it for you ? / Do You agree , disagree? / example
Satisfactory working time (from - to)	
Willingness to work overtime:	
Willingness to work during weekends:	
Willingness to work night shifts:	
Need for breaks more often during a day (how many per day?)	

Commuting due to a job:	What is it for you ? / Do You agree , disagree? / example
Willingness to commute (time, distance limit from a residence)	
Willingness to commute by means of transport (bicycle, bus, public transport, car, on foot)	



Wage rate and other employee's benefits:	What is it for you ? / Do You agree , disagree? / example
Satisfactory salary: (minimum – maximum)	
Other employee's benefits:	

Job requirements:	
What is the name of the job? (official profession – position name)	
What is the outcome of the job? (What is made and what is the purpose of the product?)	
How is the profession performed? (How is it made - technological process, work procedure, is it a creative or a routine work?)	
What is the subject or the aim of the work? (What is it made from? What is it made on? Material, semifinished materials, etc)	
What kind of instructions does the job follow? (plans, projects, boss's instructions, budget, machine manuals etc)	
How is the job performed The help of which tools is needed to perform the profession? (equipment, mobility aids, visual and hearing aids, machines, remote controls, Pc, telephone, car, trolley, cash desk)	
Where is the work performed? (office, in the city, in the countryside, on a busy road etc.)	
What are the external influencing factors? - Noise, cold, wet, heat, dust, smoke, mist, gas, drafts, vibrations, artificial lighting, air conditioning etc.	



<p>What is the work organization like? (When and how is the work done? work procedure, work time table, shifts distribution, frequency of breaks, work overtime, night shifts, weekends etc.)</p>	
<p>What is the level of physical effort - light - medium – hard- extremely hard, operating with machines</p>	
<p>What is the form of work? Variability in sitting and standing / mostly sitting, mostly standing, Walking, kneeling , bending in the heights, underground...</p>	
<p>What is cooperation management like? Who distributes the tasks? (With whom? Powers and responsibilities , work groups leadership , colleagues'and bosses'presence or absence)</p>	
<p>What is the work intensity? (How much, how often, how quickly is the work done? –the amount of work and work requirements , work pace, Time deadlines, variability and regularity of work)</p>	
<p>What are the risks and responsibilities of the work? (What might happen? Missing deadlines, product damage, material and financial losses, machine breakdowns, work- related accidents, occupational diseases etc.)</p>	
<p>How does the work effect the employees? What is harmful and what is beneficial for the employees? – positive and negative effects of materials, management, sociological and psychological factors</p>	
<p>What are the requirements, conditions, and limits for work performance? (administration, law, policy, physiology, health etc.)</p>	
<p>Does the work require a management by the third parties, contact with clients, frequent changes of work place, installations at clients' households, frequent work outside the work place, frequent travelling, machine using , driving a vehicle etc.</p>	



Client's working ability:	
Physical requiremntnes (figure, robustness, dexterity, health condition, non-smoker, alcohol abstinent etc.)	
Sensory abilities (visual acuity, color vision, night vision,glare tollerance Auditory acuity etc.)	
Motoric abilities (dexterity, precision, movement speed, ability to acquire complicated movements, finger dexterity, eyesight / finger dexterity accuracy	
Reactions related abilities and performance (promptness, observation ability, temperament, liveliness, dynamics, punctuality, adaption ability, routine tolerance, concentration, stress resistibility, tiredness tolerance)	
Intellectual abilities (mechanical memory, observation ability, comprihension level, Judgment capacity, sagacity, ability to combine and think, other special abilities etc.)	
Social skills (behavior, sociability, sense of group work, social behavior etc.)	
Moral working qualities (self-control, responsibility, reliability, discipline, perseverance, honesty, loyalty, fairness, accuracy etc.)	
Management skills (assertiveness, self-determination, responsibility for subordinates, prudence, tactfulness etc.)	
Professional interests (interest in music, machines, technology, arts etc.)	
Other requirements for work environment (e. g. good lighting due to health, dusty environment etc.)	

Description of the employer's organization	
Name of organization:	



Location of organization(name of town, village)	
Organization is: state (non-governmental, private, Slovak, foreign)	
Contact person in the employing organization:	
Employees' assessment by an employer (clear rules on how often, what results etc.)	
What should be the relations in the workplace like? - with colleagues, bosses	
Should rules of work be clearly defined in your organization? - Orders, instructions etc.	
Should there be a chance for career growth for employees?	
Should there be a potential for employees' further education ?	
How should the protection of employees' interests and rights be guaranteed?	
Should employee participation in decision-making about the company be possible?	
Is frequent use new technologies and processes possible for you?	



Appendix 7 - Individual Action Plan of a client - WorkPplace Analysis by an Employer
(3/3 - filled in by an assistant in cooperation with the employer)

Name of Organization: _____

Name of Employer: _____

Date and Location: _____

Stamp and Signiture of Employer:

Work placement requirements	
How is the work called? (name of profession, position)	
What is the outcome of the job? (What is made and what is the purpose of the product?)	
How is the profession performed? (How is it made - technological process, work procedure, is it a creative or a routine work?)	
What is the subject or the aim of the work? (What is it made from?What is it made on? Material, semifinished materials, etc)	
What kind of instructions does the job follow? (plans, projects, boss's instructions, budget, machine manuals etc)	
How is the job performed The help of which tools is needed to perform the profession? (equipment, mobility aids, machines, remote controls, Pc, telephone, car, trolley, cash desk)	
Where is the work performed? (office, in the city, in the countryside, on a busy road etc.	



<p>What are the external influencing factors? - Noise, cold, wet, heat, dust, smoke, mist, gas, drafts, vibrations, artificial lighting, air conditioning etc.</p>	
<p>What is the work organization like? (When and how is the work done? work procedure, work time table, shifts distribution, frequency of breaks, work overtime, night shifts, weekends etc.)</p>	
<p>What is the level of physical effort - light - medium – hard- extremely hard, operating with machines</p>	
<p>What is the form of work? Variability in sitting and standing / mostly sitting, mostly standing, Walking, kneeling , bending in the heights, underground...</p>	
<p>What is cooperation management like? Who distributes the tasks? (With whom? Powers and responsibilities , work groups leadership , colleagues' and bosses' presence or absence)</p>	
<p>What is the work intensity? (How much, how often, how quickly is the work done? –the amount of work and work requirements , work pace, Time deadlines, work variability, variability and regularity of work)</p>	
<p>What are the risks and responsibilities of the work? (What might happen? Missing deadlines, product damage, material and financial losses, machine breakdowns, work- related accidents, occupational disease etc.)</p>	
<p>How does the work effect the employees? What is harmful and what is beneficial for the employees? – positive and negative effects of materials, management, sociological and psychological factors</p>	
<p>What are the requirements, conditions, and limits for work performance? (administration, law, policy, physiology, health etc.)</p>	



<p>Does the work require a management by the third parties, contact with clients, frequent changes of work place, installations at clients' households, frequent work outside the work place, frequent travelling, machine using, driving a vehicle etc.</p>	
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Work relations description	
Fixed term contract, contract for an indefinite period, project contract etc.	
How does an employee benefit from having the job? (salary, partial wages, bonuses, material rewards other benefits, moral and social enrichment etc.)	

Job Requirements by an employer	
Education - Elementary, secondary school final exam, university, others	
Specialization of education	
Practice needed	
Sex	
Age	
Physical requirements (figure, robustness, dexterity, health condition, non-smoker, alcohol abstinent etc.)	
Sensory requirements (visual acuity, color vision, night vision, glare tolerance, auditory accuracy etc.)	
Motoric requirements (dexterity, precision, movement speed, ability to acquire complicated movements, finger dexterity, eyesight / finger dexterity accuracy	



Reactions and performance related requirements (promptness, observation ability, temperament, Liveliness, dynamics, punctuality, Adaption ability, tiredness and routine tolerance, concentration, stress resistibility, tiredness tolerance)	
Intellectual requirements (mechanical memory, observation ability, comprehension level, judgment, sagacity, the ability to combine and think, other special abilities etc.)	
Social skills - requirements (behavior, sociability, sense of group work, social behavior etc.)	
Moral work qualities (self-control, responsibility, reliability, discipline, perseverance, honesty, loyalty, fairness, accuracy etc.)	
Management skills (assertiveness, , self-determination, responsibility for subordinates, prudence, tactfulness etc.)	
Professional interests (interest in music, machines, technology, arts etc.)	
Other requirements from an employee:	

Description of the employer's organization	
Name of organization:	
Location of organization(name of town, village)	
Organization is: state (non-governmental, private, Slovak, foreign etc. .)	
Contact person in the employing organization:	



Employees' assessment by an employer (clear rules on how often, what results etc.)	
What are the relations in the workplace like? - with colleagues, bosses	
Are rules of work clearly defined in your organization? - Orders, instructions etc.	
Is there a chance for career growth for employees? (How is it provided?)	
Is there a potential for employees' further education ? (What are the conditions for it?)	
How do you provide employees' interests and rights to be protected?	
Is employees' participation in decision-making about the company possible?	
Is there a frequent use of new technologies and processes in the company? (If so, is employees' training provided? How?)	