

## TASK ANALYSIS RECORDING SHEET – EXAMPLE

**Worker:** Jane Doe

**Date:** \_\_\_\_\_

**Job Site:** Prudential

**Staff:** \_\_\_\_\_

**Task:** Sort, Copy and Distribute Faxes

STEPS	Date											
1. Get faxes from fax machine on 7 <sup>th</sup> floor and bring to desk.												
2. Get out file folder, and put in slots of sorter according to names.												
3. Get faxes from fax machine in cubicle.												
4. Start sorting with plain paper faxes (the ones from the machine in the cubicle).												
5. If the fax is only for one individual, place it in that individual's folder.												
6. If the fax is for more than one individual, place it in the copy pile.												
7. If an extra copy of a fax is received, discard it.												
8. Take faxes from copy pile, go to copier and make appropriate number of copies.												
9. If a fax comes in on two different size pieces of paper, and multiple copies need to be made, copy the shorter sheet on to paper that matches the size of the longest sheet, using these new longer sheets as your original.												
10. After copies are made, go back to desk & sort them.												
11. Take file folders with faxes to 7 <sup>th</sup> floor, and distribute faxes to traders.												
<b>Total correct steps</b>												
<b>Percent correct steps</b>												

Code:    + = independent/correct  
           - = incorrect

**V** = verbal prompt  
           **M** = modeling prompt

**P** = physical prompt