VFA-J

In the questions that follow, we ask you to (1) provide basic demographic information about yourself, (2) provide basic descriptive information about the job you choose to assess with the VFA-J, and (3) use the VFA-J to assess a job that may be suitable for an individual with a disability. To complete the VFA-J, you must choose a job that you are familiar with. Your assessment of the chosen job should be based on your experiences supporting individuals with disabilities as they perform the job. Your ratings **MUST NOT** consider the abilities of the worker, only the demands of the job. Please answer these questions as completely and honestly as possible.

VFA-J

Below, we request that you provide basic demographic information about yourself. Your name and email address are required in order to receive Job Matching Reports for each student.

What is the name of your Project SEARCH site?

What is your first name?

What is your last name?

What is your preferred email address?

What is your age?

- ◯ 18 to 24
- ◯ 25 to 34
- ◯ 35 to 44
- ◯ 45 to 54
- ◯ 55 to 64
- ◯ 65 to 74
- ◯ 75 or older

What is your race?

- ◯ White
- ◯ Black or African American
- ◯ Hispanic
- ◯ Native Hawaiian or other Pacific Islander
- ◯ American Indian or Alaska Native

Other (please specify)

What is your gender?

- ◯ Female
- ◯ Male

Who are you? (Select all that apply)

- ◯ Student
- ◯ Caregiver/ Parent
- ◯ Teacher
- ◯ Employer
- ◯ Job Coach

Other (please specify)

In what environment do you work? (Select all that apply)

- ☐ Middle School
- ☐ High School
- ☐ Postsecondary Education Institution
- ☐ Vocational Rehabilitation Agency
- ☐ Community Rehabilitation Provider
- ☐ County Board of Developmental Disabilities
- ☐ Private Business

Other (please specify)

How long have you worked (been involved) in transition (in years)?

VFA-J

Project | SEARCH

THE OHIO STATE UNIVERSITY

Please create a unique identifier for the job (i.e., internship) that you are assessing. Record this value in your personal files.

Identify the type of job being assessed with the VFA-J:

- [ ] Trade
- [ ] Custodial
- [ ] Customer Service
- [ ] Clerical
- [ ] Food Service
- [ ] Retail

Other (please specify)

Please provide a brief description of the job (not more than 4 sentences):

Number of hours of work required at this job per week:

Wage per hour (Format X.XX):

Employer is currently hiring for this position:

- ◯ Yes
- ◯ No

Employer currently employs an individual with a disability:

◯ Yes ◯ No

Employer is open to hiring an individual with a disability for this position:

◯ Yes ◯ No

VFA-J

Please remember, your assessment of the chosen job should be based on your experiences supporting individuals with disabilities as they perform the job. Your ratings MUST NOT consider the person, only the work demands of the job.

VFA-J

Project | SEARCH

THE OHIO STATE UNIVERSITY

Choose the appropriate column indicating work demand for related behaviors

	High Demand	Some Demand	Low Demand
Handles stress	○	○	○
Makes eye contact	○	○	○
Refrains from unnecessary social interaction (talking)	○	○	○
Admits mistakes	○	○	○
Accepts praise	○	○	○
Cooperative and courteous	○	○	○
Listens and pays attention	○	○	○
Expresses personal needs (restroom breaks, doctor visits)	○	○	○
Respects rights and privacy of others	○	○	○
Asks for help and clarification when needed	○	○	○
Communicates adequately (initiates conversation, does not interrupt)	○	○	○
Maintains clean appearance	○	○	○
Dresses appropriately for job	○	○	○
Body hygiene	○	○	○
Follows directions	○	○	○
Accepts constructive criticism/ feedback	○	○	○
Follows rules and regulations	○	○	○
Maintains good attendance	○	○	○
Arrives on time for work and leaves on time	○	○	○
Attends to job tasks consistently	○	○	○
Completes tasks accurately	○	○	○
Works at an appropriate rate	○	○	○
Initiates new tasks	○	○	○
Works well with co-workers	○	○	○
Follows the proper chain of command	○	○	○

VFA-J

Physical Abilities

To what degree does the job demand the ability to...

	High Ability	Some Ability	Low Ability
twist the body?	◯	◯	◯
bend the body?	◯	◯	◯
keep or regain balance?	◯	◯	◯
work low to the ground (e.g., crouch, stoop, kneel)?	◯	◯	◯
stand?	◯	◯	◯
run?	◯	◯	◯
perform physical activities (e.g., working on an assembly line) repetitively?	◯	◯	◯
work in awkward positions?	◯	◯	◯
lift heavy materials (i.e., 40 pounds)?	◯	◯	◯
work in cramped work spaces?	◯	◯	◯
work for prolonged periods (e.g., 30 minutes) without a break?	◯	◯	◯

VFA-J

Project | SEARCH

THE OHIO STATE UNIVERSITY

To what degree does the job demand the ability to...

	High Ability	Some Ability	Low Ability
make choices, decisions, and plans to meet own goals?	○	○	○
take action to complete own plans successfully?	○	○	○
set personal goals that satisfy own interests and needs?	○	○	○
evaluate the results of own actions to determine effectiveness?	○	○	○
change actions or plans to meet work goals?	○	○	○
determine priorities?	○	○	○
make decisions independently?	○	○	○
identify and express own strengths and weaknesses?	○	○	○
determine customers' needs?	○	○	○
determine work activities?	○	○	○
anticipate the thoughts/actions of others?	○	○	○

VFA-J

Project | SEARCH

THE OHIO STATE UNIVERSITY

To what degree does the job demand the ability to...

	High Ability	Some Ability	Low Ability
meet strict deadlines?	○	○	○
pace work according to the demands of the work (productivity)?	○	○	○
follow established procedures?	○	○	○
follow a regular schedule of tasks and work?	○	○	○
follow the chain of command?	○	○	○
work a full week (1 FTE; i.e., 32-40 hours per week)?	○	○	○
deal with change?	○	○	○
work outdoors, exposed to all weather conditions?	○	○	○
work outdoors, under cover?	○	○	○
work in very hot (above 90 F degrees) temperatures?	○	○	○
work in very cold (below 32 F degrees) temperatures?	○	○	○
work exposed to uncomfortable sounds/noise levels?	○	○	○
work exposed to distracting sounds/noise levels?	○	○	○

VFA-J

Project | SEARCH

THE OHIO STATE UNIVERSITY

To what degree does the job demand the ability to...

	High Ability	Some Ability	Low Ability
perform mental activities (e.g., checking entries in a ledger) repetitively?	○	○	○
count, weigh, measure, or organize materials?	○	○	○
sort, assemble, and proof completed work?	○	○	○
comprehend/read instructions?	○	○	○
be very exact/very accurate?	○	○	○
recognize when equipment is not working?	○	○	○
recognize when supplies are running low?	○	○	○
add, subtract, multiply, and divide?	○	○	○
concentrate on a task over time without becoming distracted?	○	○	○
shift attention back and forth between tasks or sources of information?	○	○	○
know your location in relation to the environment?	○	○	○

VFA-J

Project | SEARCH

THE OHIO STATE UNIVERSITY

To what degree does the job demand the ability to...

	High Ability	Some Ability	Low Ability
navigate to a specific web address?	○	○	○
save a file/document to a specific location?	○	○	○
locate and open a saved file/document?	○	○	○
click on a desired web link?	○	○	○
type text to create a document?	○	○	○
scroll through a web page to find specific information?	○	○	○
access an email system using a username and password?	○	○	○
enter text applying basic key functions (e.g., space bar, enter/return, shift, delete, backspace)?	○	○	○
print a file/document?	○	○	○
reply to an email message?	○	○	○
close a software program?	○	○	○
read a received email?	○	○	○
use an online search engine?	○	○	○
recognize and start a software program?	○	○	○
attach a file to an email?	○	○	○
compose and send an original email message?	○	○	○

VFA-J

Project | SEARCH

THE OHIO STATE UNIVERSITY

To what degree does the job demand the ability to...

	High Ability	Some Ability	Low Ability
load machines with office or industrial materials (e.g., blank paper)?	○	○	○
deliver completed work?	○	○	○
stock or restock supplies?	○	○	○
operate office machines (e.g., copiers, scanners, faxes)?	○	○	○
place materials into storage (e.g., file cabinets, boxes, bins)?	○	○	○
perform clerical duties (e.g., sort mail, run errands, send faxes, scan)?	○	○	○
select materials needed to complete work tasks?	○	○	○
setup and adjust machines?	○	○	○
setup work station?	○	○	○
monitor system status?	○	○	○

VFA-J

Project | SEARCH

THE OHIO STATE UNIVERSITY

To what degree does the job demand the ability to...

	High Ability	Some Ability	Low Ability
start and stop machines using levers or buttons?	○	○	○
clean work surfaces (e.g., shelves, counters, tables)?	○	○	○
clean work tools (e.g., equipment, tools, dishes)?	○	○	○
select items from serving or storage areas and place them in dishes, on trays, or bags?	○	○	○
clean work areas (e.g., sweeping, mopping)?	○	○	○
prepare dining areas for meals and/or snacks?	○	○	○
move supplies (e.g., by hand, cart, dolly)?	○	○	○
serve food orders to customers?	○	○	○
gather and empty trash?	○	○	○
service, clean, and supply restrooms?	○	○	○

VFA-J

To what degree does the job demand the ability to...

	High Ability	Some Ability	Low Ability
communicate face-to-face with others?	○	○	○
work with external customers or the public?	○	○	○
deal with conflict?	○	○	○
deal with unpleasant, angry, or discourteous individuals?	○	○	○
communicate with others on the telephone?	○	○	○
answer questions about items available for public use or purchase?	○	○	○
speak clearly so that others can understand?	○	○	○
understand the speech of another person?	○	○	○

VFA-J

To what degree does the job demand the ability to...

	High Ability	Some Ability	Low Ability
work with a co-worker in a group or team?	○	○	○
cooperate with others to accomplish work activities?	○	○	○
show compassion towards coworkers and/or clients?	○	○	○
work in close physical proximity to other people?	○	○	○
follow directions?	○	○	○
greet customers entering establishments?	○	○	○
monitor own body language?	○	○	○
listen actively?	○	○	○
ask clarifying questions?	○	○	○

VFA-J

To what degree does the job demand the ability to...

	High Ability	Some Ability	Low Ability
work exposed to hazardous equipment or conditions?	○	○	○
work exposed to contaminants (e.g., pollutants, gases, dust, odors)?	○	○	○
work exposed to minor burns, cuts, bites, or stings?	○	○	○
work exposed to potential disease or infection?	○	○	○
maintain sanitation, health, and safety standards	○	○	○
identify safety hazards?	○	○	○
wear common protective or safety equipment (e.g., safety glasses, gloves, hard hat)?	○	○	○
follow institutional hand-washing standards?	○	○	○
monitor personal hygiene?	○	○	○

VFA-J

You have completed the VFA-J