

On-site observation for job descriptions (JD) and job analyses (JA) are not always possible. The employer may be out of business or not allow onsite job analyses due to security concerns or other various reasons.

During times when you cannot be on-site, here are some suggestions from your peers in private sector vocational services to still create accurate JDs and JAs:

- Obtain and build upon any existing JDs/JAs the employer may have available, especially for similar jobs. If unavailable, you may be able to build upon prior JDs/JAs completed by your firm on jobs in the same industry. The [JD/JA](#) templates can help identify gaps and prepare questions for the employer and worker.
- Utilize JD/JA databases for obtaining general labor market information and follow-up with the employer and worker for details.
- Review the employer website. Look for job descriptions on their website under careers or job opportunities. See if they have information regarding the services that they offer (such as a construction company website may specialize in decks, landscaping, and remodel work, but not roofing). This may give you a starting point regarding the types of tasks a worker likely does for that employer. Websites may also include photos of tools and equipment that offer insight into the work environment.
- Internet searches, specifically for images, may reveal details about work spaces, tools, and tasks. Stock images can even help you understand size, measurements, and other specifications associated with operating specific machinery and tools.
- Reference YouTube videos to obtain specific information regarding certain machinery and equipment (brand and model numbers). Demonstration videos are often done by the manufacturer. Combine this information with your conversations with workers and employers to develop or update a JD/JA.
- Research the physical requirements of the job online, such as the weight of a ladder.
- Ask the employer to take photos or video of the job and send them to you.
- Host a conference call with the employer and worker to build consensus on accuracy. Use Zoom, Skype, or a simple conference line to bring parties together.
- Obtain information from one party in writing and have the other review. Start with the worker and continue until both parties agree and sign the JA/JD draft. It's important to remember that the worker did the job, and the employer of injury (EOI) contact person doesn't necessarily do the job or know the details of the job.
- Be sure to document how the information was gathered and what resources were used in the analyst's comments section at the end of the JD/JA.