

Sample Task Analysis—supplemental to job coaching reports

Participant Name:	Counselor:
Job Coach Submitting Report:	Date:
Worksite:	
Report for the Week of:	

Codes: (+) Independent/Correct (-) Incorrect
 (V) Verbal Prompt (P) Physical Prompt

Task / Job Steps	Dates						
Total Correct Steps:							
Percent Correct Steps:							

Hours Authorized:	Hours Used:
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Requesting More Hours? Yes No Number Requested: _____

Problems, concerns, barriers: _____

Training and Fading Completion Date: _____