

The GAP Analysis

The GAP Analysis is a valuable tool which:

- facilitates the initial job match decision process
- structures job support strategy development
- becomes the proposal to the employer
- clearly communicates information to
 - consumer
 - employment support team
 - funding sources
 - employers and coworkers
- tracks our progress as a service plan

To use the tool, we must identify specific job requirements; a person's current level of functioning to perform that job requirement; and the intervention(s) to be used to help that person accomplish the required job task.

The GAP Analysis tool is initiated when a job requirement discrepancy is identified. Meaning, a consumer will require some form of support such as job modification, job restructuring, training, or some combination of the strategies.

You should always target the most natural support possible to successfully complete a specific work task requirement.

The gap analysis tool is stopped when the case is closed.

GAP Analysis

				Date
Job Expectation/ Requirement	Person's Performance Level or Status	Support Strategy or Intervention		Progress

Usage Guide

1. IDENTIFY the JOB EXPECTATION / REQUIREMENT
2. IDENTIFY the PERSON PERFORMANCE LEVEL or STATUS
3. DEVELOP a SUPPORT STRATEGY or INTERVENTION to address the GAP
4. CUSTOMIZE the SUPPORT STRATEGY or INTERVENTION to address the GAP
5. EVALUATE THE MATCH

Evaluating the Match

There are three possibilities when evaluating for a match:

- The job match exists.
- Maybe a job match exists.
- No job match exists.

JOB MATCH EXISTS

Let the employer know that based on your assessment of the job you have a job candidate whose skills and abilities seem to match well with those required of this position.

It is at this point, specific job seeker support needs, not disability/diagnosis, should be discussed with the employer. Depending on the significance of the consumer's needs will determine to what extent you discuss support needs, as well as agency services (i.e., job training).

After discussing specific job seeker supports, let the employer know that you will forward them all the necessary information pertaining to the job candidate (i.e., resume) as well as any other relevant information. This information will be presented to the employer in the form of an Employment Proposal.

MAYBE A JOB MATCH EXISTS

First, it prevents you from making the mistake of "forcing a job match".

Second, the employer will respect your honesty; similarly, to if you were to say a job match does not exist at all.

Third, this allows for dialogue between you and the employer to discuss perhaps a more appropriate alternative job opportunity, a possible job restructuring or even a potential job carving.

Last, this will allow you to discuss additional alternative employment provisions such as job sampling, job shadowing, informational interview, mentorship, and any other mutually beneficial employment opportunities that will serve to build the relationship with you and the employer.

NO JOB MATCH EXISTS

If both the job seeker and you determine that this is not the right job that's fine. However, this does not preclude it from being the right job for another job seeker, either now or another time.

Either way it's important to maintain a positive relationship with the employer. Communicate to the employer the reasons for your decision; they will respect your honesty. Furthermore, let the employer know that you can be a valuable employment recruiting resource for the employer, and you will maintain periodic contact with them in the future.

ONCE A MATCH AND A PLACEMENT HAVE BEEN MADE THE GAP ANALYSIS TOOL IS THEN USED TO ORGANIZE AND DOCUMENT THE PROCESS.