

TASK ANALYSIS FORM

Date: _____ Teacher/Paraprofessional: _____

Student: _____ Campus: _____

Training Environment: _____

Task Analysis: Stocking and Zoning					
Percent Met of the "Steps" in the Task Analysis	100%	100%	100%	100%	100%
	90%	90%	90%	90%	90%
	80%	80%	80%	80%	80%
	70%	70%	70%	70%	70%
	60%	60%	60%	60%	60%
	50%	50%	50%	50%	50%
	40%	40%	40%	40%	40%
	30%	30%	30%	30%	30%
	20%	20%	20%	20%	20%
	10%	10%	10%	10%	10%
0%	0%	0%	0%	0%	
Steps	Date:	Date:	Date:	Date:	Date:
Ask Return Department for stock to be zoned.					
Place stock in shopping cart.					
Push cart to desired department.					
Place each item on the correct shelf.					
When finished, push the shopping cart to the side of the aisle.					
Start at the top shelf and make sure each item is even.					
Return any misplaced item to the correct spot/location.					
Look at the shelf to determine the shelves are correctly organized and neat.					
Fix any items out of place.					
Return the empty cart to the shopping cart location.					
Tell Department Manager the zoning has been completed.					
If time permits, ask the Dept. Manager for another task.					
Return all materials when the job is complete and check out.					

KEY TO PROMPTS:

X = Incorrect/No Response

P = Physical Prompt

M = Model

V = Verbal

G = Gesture

I = Independent

Baseline Prompt: _____ Date Baseline was determined _____