



Social Environmental Exploration (SEE)

Employee: _____ Date: _____
 Completed by: _____
 Business Name: _____ City: _____ Fax: _____
 Address: _____ Contact Phone: _____
 Contact: _____ Fax: _____
 Email: _____
 Business' goal/mission: _____

Job title: _____ Wage: _____
 Pay Periods: _____ Method of Payment: _____
 Benefits: _____ Probationary period: _____
 Orientation process: _____
 What is the training period? _____
 What is the training procedure? _____
 Who does the training? _____

 Schedule of performance review: _____
 How are formal evaluations structured? _____

Hierarchy of Management:

Name: _____ Title: Immediate supervisor
 Name: _____ Title: _____
 Name: _____ Title: _____

Transportation Options: _____

Workplace Culture:

Dress: _____ Casual _____ Uniforms _____ Dress Casual _____ Business
 Required Dress: _____
 How are instructions given?



Organization of the Workplace

Quiet space: _____

Tidiness: _____

Systematically arranged: _____

Stationary/Mobile: _____

Position of furniture: _____

Issues with personal space: _____

Other: _____

Describe/designate the following:

____ Locker room: _____

____ Break room: _____

____ Cafeteria: _____

____ Vending Machines: _____

____ Furniture: _____

____ Washroom: _____

____ TV/Appliances: _____

____ Assigned Space: _____

____ Personal Space: _____

____ Noise Level: _____

____ Employee Responsibilities: _____

____ Other: _____

Are the job duties clearly defined? If so, how and where? (i.e. verbal, training manual, mentor, etc.)

Describe any turn taking systems (i.e. task rotation): _____

Does the employee's schedule change or remain consistent? _____

Do co-workers change with the schedule or remain consistent? _____

What is the expected interaction with coworkers/customers/others? _____



What are the signals for beginning and ending breaks? _____

Describe Designated Smoking Areas: _____

Are there any concerns with personal space in the workplace? If so, explain. _____

Work Area/Describe:

Work Station: _____

Lighting: _____

Noise: _____

Background Sounds: _____

Vibrations: _____

Ventilation: _____

Colors: _____

Furniture: _____

Smells/Odors: _____

Temperature in Target Work Area: _____

Temperature in Break Areas: _____

Positioning to work:

Standing:	_____ in one place	_____ in more than one place	_____ none
Walking:	_____ consistently	_____ periodically	_____ none
Stooping:	_____ consistently	_____ periodically	_____ none
Bending:	_____ consistently	_____ periodically	_____ none
Lifting:	_____ up to 5 lbs	_____ up to 15 lbs	_____ 15-30 lbs _____ 30+ lbs
Kneeling:	_____ consistently	_____ periodically	_____ none

Equipment Used: _____

Essential Functions of the Job Observed

Episodic Functions of the Job Observed



What signals the beginning and the end of the tasks? _____

How is time managed within the environment? (ex: time clock, clocks (digital/analog), self-managed, general buzzers, non-verbal, verbal) _____

How are breaks and lunches taken (pre-assigned, routine, as production dictates)? _____

Describe materials required to complete the task. Where are materials located? _____

Verbal and Non-Verbal Communication required: _____

Describe how employees generally receive feedback, get new information, get answers? _____

How are employees recognized for accomplishments? _____

Humor/signs of humor/how is it used: _____

Do managers change often? If so, how are employees notified? _____

Describe supervisor(s), management style, schedules, availability: _____

Describe the Natural Supports in the Workplace _____:

Workplace culture regarding cell phone/iPad usage? _____

Assistive technology needed: _____



How are social calendars organized? (protocols, rules) (ex: birthday rituals, team events, company sponsored events, responsibilities of employees): _____

How do employees personalize their workspace? Their work tools? _____

Are there shared equipment, tools? If so, what are the rules for sharing (written and unwritten)? _____

How are employee meetings scheduled? How are agendas set for these meetings? What are the written/unwritten rules of employee meetings? _____

How is safety displayed throughout the workplace? (ex: bathroom symbols, safety kits, painted walk areas, emergency push bars, etc): _____

What are the natural occurring greetings in the workplace? _____

Communication Style:

Daily workplace: ___ verbal ___ verbal/written ___ email ___ written

Company information: ___ verbal ___ verbal/written ___ email ___ written

Other environmental observations: _____