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Job Requirements Checklist

Use the following checklists to analyze the demands of particular jobs in relation to the qualifications of job applicants. In order to measure the extent to which an activity is required in a job, place an A,B,C or N/A in each designated blank as follows:

- A - Minor - Activity or condition exists less than 20% of work time.
- B - Moderate - Activity or condition exists between 20-60% of work time.
- C - Major - Activity or condition exists 60% or more of work time.
- N/A - Not applicable

PHYSICAL DEMAND

			<i>Code</i>
Strength		Reaching	
Standing _____ %		Handling _____	
Walking _____ %		Fingering _____	
Sitting _____ %		Feeling _____	
		Throwing _____	
	<i>Code</i>	Eye-Hand Coordination _____	
Lifting _____ lb.	_____	Foot-Hand-Eye Coordination _____	
Carrying _____ lb.	_____	Other _____	
Pushing _____ lb.	_____		
		Communicating	
Climbing		Ordinary _____	
Stairs _____		Other _____	
Ladders _____			
Other _____		Hearing	
Balancing _____		Ordinary _____	
		Other _____	
Stooping		Seeing	
Kneeling _____		Acuity - Near _____	
Crouching _____		Acuity - Far _____	
Crawling _____		Depth Perception _____	
Turning/Twisting _____		Accommodation _____	
Bending at Waist _____		Color Vision _____	
Other _____		Field of Vision _____	
		Other _____	

PHYSICAL CONDITION

Working Area			
Inside _____ %			
Outside _____ %			
	<i>Code</i>		<i>Code</i>
Temperature		Atmospheric Conditions	
Constant cold _____		Fumes _____	
Constant heat _____		Odors _____	
Changing temperatures _____		Mists _____	

Humidity or Damp _____

Noise
Noise level (dB) _____
Exposure (hours/day) _____

Unavoidable Hazards
Mechanical _____
Electrical _____
Burns _____
Moving objects _____
Heights _____
Cramped quarters _____
Other _____

Dusts _____
Oil/Grease _____
Dirt _____
Gases _____
Ventilation _____
Lighting _____
Other _____

**Protective Clothing or
Personal Devices** _____

MENTAL REQUIREMENTS

Sample Preview