

**Bowling Green State University
Office of Human Resources**

PHYSICAL AND ENVIRONMENTAL JOB REQUIREMENTS ANALYSIS

Purpose of Questionnaire

This questionnaire has been designed to gather information about the essential physical and mental requirements of your position. The information will assist in determining if reasonable accommodations can be made for those with physical and/or mental disabilities. Your accurate and prompt response is appreciated.

Name _____ **Department** _____

Title/Classification _____

Communications

In what form are assignments given to you (e.g. penciled lay-out, rough drafts, oral, etc.)?

Checking Your Work

Explain in what way and how often your work is reviewed by your supervisor.

Physical Requirements

What percentage of time do you spend in the following working positions (estimate)?

% Standing % Sitting % Walking

Please respond to the following by placing an "X" in the appropriate column. On the job, the employee lifts, pushes, pulls, or carries:

Almost <u>Never</u>	Occasionally <u>(Once Per Month)</u>	Frequently <u>(2-3 Times Per Week)</u>	<u>Daily</u>
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Up to 10 lbs.

<u>Almost Never</u>	<u>Occasionally (Once Per Month)</u>	<u>Frequently (2-3 Times Per Week)</u>	<u>Daily</u>
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11 to 24 lbs.

25 to 34 lbs.

35 to 50 lbs.

51 to 74 lbs.

75 to 100 lbs.

Over 100 lbs.

Examples of objects lifted, pushed, pulled or carried and approximate weights.

What percentage of the working day do you actually spend lifting and/or carrying this weight (estimate)?

Are there any special physical skills, hearing, speaking, eye-hand coordination, and manual dexterity skills required on your job (e.g., telephone, keyboarding)? Please explain in detail.

Cognitive or Mental Requirements

Does the job require any of the following on a daily basis? (Check and describe as applicable.)

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------|
| <p>Reading</p> <p>Weighing and/or measuring</p> <p>Drawing conclusions from written or computer generated materials</p> <p>Analyzing data or report information</p> <p>Creating methodologies for accomplishing a goal</p> <p>Implementing recommendations by coordinating persons and/or other resources</p> <p>Developing plans, procedures, goals, strategies or processes based on data analysis or experience.</p> <p>Directing activities of others to accomplish a goal</p> <p>Evaluating performance of others</p> | <p>Writing</p> | <p>Simple Arithmetic</p> |
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Working Environment

Describe any conditions present in the location and nature of your work, such as noise, heat, dust, fumes, etc.

What access is there to the work area?
What floor is it on?

Stairs

Elevator

Describe the dangers or accident hazards present in your job.

I certify to the best of my knowledge that the information contained in this questionnaire is accurate and reflective of my job.

Signature of Employee

Date

THANK YOU FOR TAKING TIME TO COMPLETE THIS QUESTIONNAIRE. PLEASE RETURN TO THE OFFICE OF HUMAN RESOURCES.