

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

### PHYSICAL CONDITION

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

<b>Humidity or Damp</b>	_____	Oil/Grease	_____
		Dirt	_____
<b>Noise</b>		Gases	_____
Noise level (dB)	_____	Ventilation	_____
Exposure (hours/day)	_____	Lighting	_____
		Other _____	_____
<b>Unavoidable Hazards</b>			
Mechanical	_____	<b>Protective Clothing or</b>	
Electrical	_____	<b>Personal Devices</b>	_____
Burns	_____		
Moving objects	_____		
Heights	_____		
Cramped quarters	_____		
Other _____	_____		

### MENTAL REQUIREMENTS

	<i>Code</i>
Understand and carry out oral instructions.	_____
Read and carry out simple written instructions.	_____
Read work orders, scrap tickets, job lot tickets, graphs, logs, schedules.	_____
Read and verify car numbers, alloy identities, etc.	_____
Read and carry out complicated instructions.	_____
Observe and read instruments, gauges, dials, etc. to determine operating conditions.	_____
Read and interpret detailed prints, sketches, layouts, specifications, etc.	_____
Identify and list production data such as quantities, pressures, alloys, operating conditions.	_____
Prepare detailed records or reports such as inventory records, receiving reports, operating logs, lab analyses, quantities, etc.	_____
Estimate size, form, quality or quantity of objects.	_____
Estimate speed of moving objects.	_____
Inspect, examine and observe for obvious product or equipment defects.	_____
Inspect, examine and observe for product or equipment defects not easily identified.	_____
Count, make simple arithmetic additions and subtractions.	_____
Compute and calculate amounts of additives, results of tests, etc.	_____
Use measuring devices such as tapes, gauges, rules, weight scales, where reading is direct and obvious.	_____
Use measuring devices such as micrometers, calibrated steel tapes, calipers, etc. where precision and interpretation are required.	_____
Make routine lab tests, such as titrations, specify gravity, etc.	_____
Plan and schedule movement or flow of materials or products.	_____
Operate automotive equipment such as autos and trucks.	_____
Operate industrial trucks such as forklifts, flat beds, tractors.	_____
Operate overhead cranes and hoists.	_____
Use non-power hand tools such as hammers, wrenches, etc.	_____
Use hand power tools.	_____

Set up and operate machine tools such as lathes, milling machines, saws, etc.

\_\_\_\_\_

Assemble or disassemble objects.

\_\_\_\_\_

Determine malfunctioning of units by observing.

\_\_\_\_\_

Determine nature and location of malfunction.

\_\_\_\_\_

Perform repair and maintenance of equipment.

\_\_\_\_\_

Perform a journeyman craft activity.

\_\_\_\_\_

Make adjustments to obtain specified operating conditions such as turning valves; switches; moving and setting controls; adjusting furnaces, pumps; etc.

\_\_\_\_\_

Control activities of a single processing unit.

\_\_\_\_\_

Control activities of several processing units.

\_\_\_\_\_

Operate equipment requiring specialized knowledge of process.

\_\_\_\_\_

Plan own work activities.

\_\_\_\_\_

Plan work activities of others.

\_\_\_\_\_

Direct work activities of others.

\_\_\_\_\_

Coordinate work activities of others.

\_\_\_\_\_

Train other workers.

\_\_\_\_\_

Work alone.

\_\_\_\_\_

Work as a member of a team.

\_\_\_\_\_

Work without supervision.

\_\_\_\_\_

Work with minimum amount of supervision.

\_\_\_\_\_

Work under pressure.

\_\_\_\_\_

Work rapidly for long periods.

\_\_\_\_\_

Work on several tasks at the same time.

\_\_\_\_\_