

**MINNESOTA DEPARTMENT OF EMPLOYEE RELATIONS
VDT WORKSTATION EVALUATION**

Employee Interview

Evaluation Date _____

Evaluator _____

Employee _____

Concern _____

In your current work environment, what works well?

In your current work environment, what does not work well?

If you have discomfort, what specific task or tasks contribute to your discomfort?

Are there any non work related activities that contribute to your discomfort?

Daily Job Tasks as Described By Employee:

In an eight hour day, describe how you spend your time. This will help determine the appropriate space requirements. Please circle all that apply.

1. Computer use _____ hours

◆ Describe your computer use.

Data Processing

CAD/Design

Other _____

E-mail

Research

◆ Keyboard use _____ hours (*Position all input devices at or slightly lower than elbow height.*)

Continuous or intermittent keystrokes

Single or multiple keyboards _____ #

◆ Mouse use _____ hours (*Position all input devices at or slightly lower than elbow height.*)

Single mouse

Multiple mouse _____ #

◆ Monitor size 15inch / 17inch / 21inch / flat screen (*Position the monitor directly in front of the user at eye level and 25-36" away from the eyes. Position the monitor perpendicular to windows.*)

Continuous or intermittent viewing

Single monitor

Multiple monitor _____ #

Monitor size _____

Employee _____

2. Telephone use _____ hours

Long conversations (>5 min) _____ Short conversations (<5 min) _____
Combined with computer use, writing, or information retrieval

3. Writing on hard copy _____ hours

Combined with telephone use/computer use

◆ Describe a typical document _____

4. Reading from a hard copy _____ hours

Combined with computer use _____ Document holder needed

◆ Describe a typical document _____

5. Alternate Tasks

Attending meetings _____ hours Office machines _____ hours
Filing _____ hours Other _____ hours

6. Material handling 0-10lbs. _____ 11-25lbs. _____ over 25 lbs. _____

◆ Describe frequency: rarely occasionally frequently constantly

◆ Describe materials _____

7. Sitting _____ hours Standing _____ hours Walking _____ hours

◆ Is there a need or a desire to perform some job tasks in a standing position? Yes / No

◆ Please describe _____

Employee Specific Measurements

Work surface height is determined by the seated elbow height of the end user. Pre-measuring the end user's elbow height will allow you to determine the correct height for the keyboard/mouse and reading/writing work surface.

Measurements

Seated elbow height _____ inches

Recommended height for the keyboard/mouse surface _____ inches

(At or 1 inch lower than seated elbow height)

Recommended height for reading and writing work surface _____ inches

(2 inches higher than seated elbow height)