

ADA Job Requirements Checklist

Physical Requirements	
Sitting	Is the employee required to sit for extended periods without leaving the work area?
Standing	Is the employee required to remain upright for extended periods without leaving the work area?
Climbing	Is the employee required to climb ladders or scaffolding? To climb and work in overhead areas?
Walking	Is the employee required to walk considerable distances? (excludes walking to and from work area, cafeteria, etc.)
Lifting	Is the employee required to raise or lower objects from one level to another regularly during the shift?
Pulling/Pushing	Is the employee required to regularly exert force to move an object toward or away from him/her?
Carrying	Is the employee regularly required to carry objects in his or her arms or shoulders?
Grasping	Is the employee regularly required to pick up objects with his/her fingers?
Reaching	Is the employee regularly required to use hands and arms to reach for objects?
Stooping/Crouching	Is the employee regularly required to bend forward at the waist or by bending the legs and spine?
Crawling	Is the employee required to work in a confined space or crawl and move about on hands and knees?
Color Determination	Is the employee required to determine colors (no color blindness)?
Near Acuity	Does the job require clarity of vision at 20 feet or more, with or without corrective lenses?
Speaking	Is the employee required to express ideas by the spoken word?
Listening	Does the job require perception of speech or of specific sounds?
Tasting or Smelling	Does the job require the ability to distinguish differences of flavors/odors, using tongue/nose?
Mental Requirements	
General Intelligence	Does the position require the ability to learn and comprehend basic instructions?
Motor Coordination Skills	Does the position require employee to coordinate eyes, hands, and fingers rapidly, accurately, and precisely?
Coordination of Eyes, Hands, and Feet	Does the employee have the ability to coordinate the eyes, hands, and feet in response to visual stimuli?
Verbal Intelligence	Does the employee have the ability to understand the meanings of words and respond effectively?
Numerical Intelligence	Does the employee have the ability to perform basic arithmetic accurately and quickly?