

BOISE STATE UNIVERSITY
ADA: PHYSICAL / MENTAL REQUIREMENTS QUESTIONNAIRE
INSTRUCTION SHEET

The Americans with Disabilities Act (ADA) was signed into law July 26,1990. Title I of the Act governs employment issues and became effective July 16, 1992. The purpose of Title I of the Act is to ensure that qualified individuals with disabilities are protected from discrimination on the basis of their disability. The ADA provides equal opportunities for qualified individuals with disabilities who can perform the “essential” functions of a position with or without reasonable accommodation. As part of our compliance with this legislation, the ADA Questionnaire will gather specific information regarding the essential physical activities and mental requirements as well as essential and non-essential duties required for this position.

The information on the ADA Questionnaire should be completed by someone who is totally familiar with all the physical and mental aspects of this position and any specific equipment or devices used in this job.

A carefully drafted, comprehensive position / job description (PDQ or JDQ) is the best piece of documented evidence submitted to a court identifying the essential functions of the job. In addition, a job description should be an especially helpful tool to be used when recruiting and filling a vacant position and a historical overview of often overlooked aspects of individual jobs. Please elaborate on any areas you think need additional information or clarification to describe these aspects of the position.

Compliance with the ADA requires us to categorize the duties or tasks assigned to this position as being “essential” or “non-essential” job functions. Please indicate whether the duties listed on the PDQ or JDQ are **ESSENTIAL [E]** or **NON-ESSENTIAL [N]** using the following guide:

E--ESSENTIAL JOB FUNCTIONS

Those duties and responsibilities that an individual in this position must be able to perform unaided or with the assistance of reasonable accommodations. A job function may be considered essential for several reasons, including:

- 1) Job tasks that are fundamental and not marginal, or the reason the position exists is to perform that function, OR
- 2) **The number of employees available to perform that function is limited; OR**
- 3) **The function may be so highly specialized that the person in the position is hired for his / her expertise or ability to perform the particular function.**

N--NON-ESSENTIAL JOB FUNCTIONS

Those job functions than an employer may transfer or reassign to other individuals or that are not required to be performed by an individual with a disability.

Questions regarding the ADA Physical / Mental Requirements Questionnaire should be directed to the office that provided the form to you (either Human Resource Services or Affirmative Action). Please return the completed Questionnaire to the office that provided the form to you.

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POSITION TITLE:

PCN:

DEPARTMENT:

SUPERVISOR:

Initials to indicate concurrence:

FORM COMPLETED BY:

PHONE #:

INCUMBENT'S NAME SIGNATURE:

DATE:

PHYSICAL REQUIREMENTS:

Check the physical requirements necessary to perform the essential duties of the position (refer to the most recent job description—PDQ or JDQ)

X	PHYSICAL REQUIREMENT DESCRIPTION. Indicate time / amount where required
	Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
	Bending and Stooping: Bending body downward and forward by bending spine at the waist. (_____ hours per day)
	Climbing: Ascending or descending ladders, scaffolding, ramps, poles, and other devices using feet and legs and/or hands and arms. Body agility is emphasized
	Climbing Stairs: Ascending or descending stairs to gain access to a building or to move from one floor to another
	Crawling: Moving about on hands and knees or hands and feet (_____ hours per day)
	Light Carrying: Physically transporting items weighing less than 15 pounds from one location to another
	Moderate Carrying: Items weighing 15 to 44 pounds
	Heavy Carrying: Items weighing 45 pounds and over
	Fingering: Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
	Grasping: Applying pressure to an object with fingers (including thumb) and palm
	Kneeling: Bending legs at knees to come to rest on one or both knees (_____ hours per day)
	Light Lifting: Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
	Moderate Lifting: Objects 15 – 44 pounds
	Heavy Lifting: Objects 45 pounds and over
	Mobility Requirement: Enough to _____ (Provide examples)
	Pulling Hand over Hand: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion (_____ hours per day)

	Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or upward (_____ hours per day)
	Reaching above shoulder: Extending hand(s) and arm(s) in any direction
	Repetitive motion: Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
	Sitting: Particularly for sustained periods of time
	Standing: (_____ hours per day)
	Walking: Moving about on foot, particularly for long distances. (_____ hours per day)
	Visual Requirement: Enough to _____ (Examples: Able to see and read PC screens; detect color coding, read fine print, and/or normal type size print)
	Hearing Requirement: Enough to: _____ (Examples: able to detect specific noises, proper equipment operation; understand what clients are saying in normal conversation)
	Other Physical Requirements: Describe:

MENTAL REQUIEMENTS:

Check each of the mental abilities that are required to perform the essential functions of this position. Please comment in the space provided to elaborate or further explain this position's mental capability needs.

✕	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
	Ability to understand, remember, and apply oral and/or written instructions or other information
	Ability to understand, remember, and communicate routine, factual information
	Ability to understand complex problems and to collaborate and explore alternative solutions
	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
	Ability to organize thoughts and ideas into understandable terminology
	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
	Ability to organize and prioritize work schedules of others on short-term basis
	Ability to organize and prioritize work schedules of others on long-term basis
	REASONING and DECISION MAKING
	Ability to apply common sense in performing job
	Ability to make decisions which have moderate impact on immediate work unit
	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
	Ability to make decisions which have significant impact on the department's credibility, operations, and services
	COMMUNICATION
	Ability to understand and follow basic instructions and guidelines
	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone

	Ability to express or exchange ideas by means of the spoke word, communicating orally with others accurately, loudly, and quickly
	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
	MATHEMATICS
	No mathematical ability is required
	Ability to count accurately
	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
	Ability to compute, analyze, and interpret numerical data for reporting purposes
	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
	Additional comments regarding mental capability requirements:

EQUIPMENT / DEVICE OPERATION:

List all computers, peripherals, and other hardware required to perform this job:	List all computer software required to perform this job:	List all office machines required to perform this job:
List any other machines (including heavy equipment) required to perform this job:	List all tools involving manipulation that are required to perform this job:	List all vehicles that must be operated to perform this job:

Indicate any **additional pertinent information** about the requirements for this job that have not been previously addressed on this questionnaire: