

**Radford University  
Position Requirements Worksheet**

Position Number:	Position Role:
Date:	Completed By:

**To be completed by position supervisor and reviewed with incumbent and/or position applicants.**

I. **DEGREE OF PHYSICAL ACTIVITY:** Indicate the statement that best describes the requirements of the position.

- Sedentary Work** (Equivalent to lifting approximately ten pounds with occasional lifting and/or carrying small objects. While mostly done sitting, a certain amount of walking and standing is necessary.)
- Light Work** (Lifting approximately 20 pounds with frequent lifting and/or carrying objects weighing up to ten pounds. May involve significant amounts of walking, standing, pushing, pulling or sitting.)
- Medium Work** (Equivalent of lifting approximately 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.)
- Heavy Work** (Equivalent to lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.)
- Very Heavy Work** (Equivalent to lifting more than 100 pounds with frequent lifting and/or carrying of objects weighing up to 100 pounds.)

II. **PHYSICAL REQUIREMENTS:** Mark all job-related requirements associated with an essential duty with an "E" and those associated with marginal tasks with an "M."

<b>E or M</b>	<b>Requirement</b>	<b>Comments</b>
_____	Bending	
_____	Climbing	
_____	Crouching	
_____	Crawling	
_____	Fingering (typing/keyboarding, etc.)	
_____	Kneeling	
_____	Lifting	
_____	Reaching	
_____	Sitting (prolonged periods)	
_____	Standing (prolonged periods)	
_____	Stooping	
_____	Visual Inspection (close)	
_____	Walking (prolonged periods)	
_____	Other	

III. **ENVIRONMENTAL CONDITIONS:** Indicate the statements that best describe the overall physical/environmental conditions of the position's work location.

- Not substantially exposed** to adverse environmental conditions. Typical of most clerical and administrative positions.
- Subject to **inside environmental conditions.** Protected from weather conditions but not necessarily from temperature changes (e.g., warehouse workers).
- Subject to **outside environmental conditions.**
- Subject to **extreme cold.** Temperatures below 32 degrees F for periods of more than one hour.
- Subject to **extreme noise** sufficient to cause the worker to shout in order to be heard above the ambient noise level.
- Subject to **extreme vibrations** involving exposure to oscillating movements of the extremities and whole body.
- Subject to one or more **atmospheric conditions** that affect the respiratory system or the skin such as fumes, odors, dusts, mists, gases, or poor ventilation.
- Subject to **hazards** including moving mechanical parts, electrical current, working or scaffolding in high places, exposure to extreme heat, chemicals, oils, solvents, asbestos, or radiation.
- Other (describe).

IV. **MENTAL AND COGNITIVE REQUIREMENTS:** Mark all job-related requirements associated with an essential duty with an "E", and those associated with marginal tasks with an "M."

E or M	Requirement	Comments
_____	Analyzing	
_____	Interpersonal relations	
_____	Logical problem solving	
_____	Reasoning	
_____	Reading	
_____	Remembering	
_____	Verbal Communication	
_____	Written Communication	
_____	Other (describe)	

Note: The position requirements outlined in this worksheet are worded in a non-technical manner to facilitate communication between supervisors and employees/applicants. Essential functions are specifically set forth in the Radford University Employee Work Profile (EWP) form.

REQUIREMENTS MAY BE SUBJECT TO POSSIBLE MODIFICATIONS TO REASONABLY ACCOMMODATE PERSONS WITH DISABILITIES.