

**JOB ANALYSIS CHECK LIST**

DFW 500 (REV. 11/06/15)

**The purpose of this Job Analysis Check List is to provide a systematic method for determining the essential functions of a particular job or position. The information you gather should only be used for developing a job description or analyzing a reasonable accommodation (RA) request.**

To properly conduct an essential job functions analysis, the following information must be collected:

Position Title: \_\_\_\_\_ Position # \_\_\_\_\_

Job Classification: \_\_\_\_\_

Region/Division/Branch: \_\_\_\_\_ Unit: \_\_\_\_\_

Location: \_\_\_\_\_ Current Incumbent: \_\_\_\_\_

1. What is the primary purpose of the position?
  
2. What are all the required job tasks?
  - a. How frequently is each task performed?
  - b. What percentage of time is devoted to each task?
  - c. What are the physical requirements necessary to perform each task?
  - d. What are the necessary mental requirements to perform each task?
  - e. What would the consequence be if the task were eliminated from the position?
  
3. What are the specific methods, procedures, or techniques that must be used to perform the job satisfactorily? Are there alternatives? If yes, please identify.
  
4. Are there any production (i.e. typing speed, filing, etc.) standards that must be met? If yes, please identify.
  
5. How much supervision does the position require?

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6. Is the job (i.e. frequent deadlines, irregular work hours, hazardous duties, etc.) stressful? If yes, describe how.
  
7. What are the environmental conditions in the workplace? Consider:
  - a. How frequently is each task performed?
  
  - b. Is the environment hot, cold, humid, etc.?
  
  - c. Is the workplace poorly lit, noisy, etc.?
  
  - d. Is the workplace dusty?
  
  - e. Is the workplace poorly ventilated?
  
8. Is the work area/building (i.e. Office space, desk height, aisle width, restrooms, elevators, entrances, lunchroom, etc.) area accessible?

From the information above, identify the essential functions of the job or position that the incumbent must perform with or without reasonable accommodation.

**Name of Person Completing Analysis:** \_\_\_\_\_ **Date** \_\_\_\_\_