Physical/Environmental/Mental Demands Form (PEM)

This form is intended to assist departments in determining the demands of a position and in recognizing any accommodations, which may be necessary per the provision of the Americans with Disabilities Act (ADA) of 1990. Keep a copy of the completed form with the Job Classification on file in Human Resources.

Job Title: _____

Division/Department: _____

College: _____

Physical Demands (without accommodations)	**Hours at one time**					**Total hours per day**				
	0	**<½**	**½-1**	**1-2**	**2-4**	**<1**	**1-2**	**2-4**	**4-6**	**6-8**
Sitting										
Walking										
Standing										
Bending neck										
Twisting neck										
Bending waist *(forward or sideways)*										
Twisting waist										
Squatting *(crouch or sit on one's heels)*										
Climbing _____.										
Kneeling										
Crawling										
Repetitive* movement: Hand										
⦸ simple grasping 1 hand both										
⦸ power grasping 1 hand both										
⦸ fine manipulation 1 hand both										
⦸ pushing/pulling 1 hand both										
Reach above shoulder height										
Reach below shoulder height										
Move items weighing up to 10 lbs.										
Move items weighing 11-25 lbs.										
Move items weighing 26-50 lbs.										
Move items weighing 51-75 lbs.										
Move items weighing 76-100 lbs.										
Move items weighing over 100 lbs.										
Driving										
Repetitive* movement: Foot										
Other _____.										
**constant for at least 15 minutes*										

Environmental Demands (check all that apply)

A. Extreme cold *(below 32 degrees)* Source: _____.
B. Extreme heat *(above 100 degrees)* Source: _____.
C. Noise *(need to shout in order to be heard)* Source: _____.
D. Vibration *(exposure to oscillating movements of the extremities or whole body)* Source: _____.
E. Exposure to dust/gas/fumes/steam/chemicals Source: _____.
F. Work outdoors *(no effective protection from weather)*
G. Walking on uneven ground *(gravel, rocks, mounds)*
H. Work at heights *(such as on scaffolding or ladders)*
I. Working around moving machinery *(fork-lifts, tractors, mowers)*
J. Protective Equipment Required *(respirator, mask, earplugs, gloves, eyewear, etc.)*
K. Potential exposure to infectious diseases
L. Other
M. NONE *(not substantially exposed to adverse environmental conditions)*

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Mental Demands
In each category below are examples of possible demands for a job's essential function. The scale is by degree of complexity, not the frequency of the task:

Scale: 1 = the least complex 5 = the most complex

A. Comprehend & follow instructions (Ex: Must understand and follow a set of clear oral and/or written procedures without deviation)	○1 ○2 ○3 ○4 ○5	(Ex: Works with little need for guidance or reliance on oral or written instructions)
B. Perform assigned tasks (Ex: Performs repetitive routine tasks)	○1 ○2 ○3 ○4 ○5	(Ex: Performs a wide range of tasks as dictated by variable demands and changing conditions)
C. Maintain an appropriate work pace (Ex: Must adhere to a provided work schedule to meet a set of qualitative production standards)	○1 ○2 ○3 ○4 ○5	(Ex: Is free to plan work assignments and schedule to meet long-term goals and objectives)
D. Perform complex or varied tasks (Ex: Performs simple tasks that vary little from day to day)	○1 ○2 ○3 ○4 ○5	(Ex: Performs a wide range of complex tasks with little predictability as to their occurrence)
E. Relate to others (Ex: Has little interaction with co-workers)	○1 ○2 ○3 ○4 ○5	(Ex: Relates sensitive information to diverse groups)
F. Influence people (Ex: Does not need to obtain cooperation from co-workers to accomplish assigned tasks)	○1 ○2 ○3 ○4 ○5	(Ex: Must work with diverse groups to obtain consensus on complex issues)
G. Make decisions (Ex: Implements others' decisions/procedures with little judgment required)	○1 ○2 ○3 ○4 ○5	(Ex: Must independently apply abstract principles to solve complex conceptual issues)
H. Direct, control and plan (Ex: Does not manage or supervise projects or staff)	○1 ○2 ○3 ○4 ○5	(Ex: Must independently manage a large group performing varied tasks)
I. Interact with public or co-workers in written form (Ex: May write simple memos to co-workers)	○1 ○2 ○3 ○4 ○5	(Ex: Must write letters to explain complex issues or persuade campus administrators, faculty, staff, students and/or the general public)
J. Communicate orally (Ex: Must relay simple information orally)	○1 ○2 ○3 ○4 ○5	(Ex: Persuade or explain complex issues in person or by phone)

Work hours: _____

Reviewed with:

Incumbent _____.

Co-worker _____.

No one (new job)

Appropriate Administrator/Supervisor: _____ _____
Signature Date