

ADA JOB ANALYSIS SUPPLEMENT

Job Title _____ Dept. _____ Completed by _____ Date _____

The American with Disabilities Act (ADA) is a federal law designed to remove barriers that prevent individuals with disabilities from enjoying the same employment opportunities that are available to others. This worksheet seeks information that might be relevant in determining if a job applicant with a disability is qualified to perform the job. It first asks you to describe the job duties that are likely to affect individuals with disabilities, with a focus on various types of physical effort and working conditions, and then asks whether each specific job duty described is “essential.”

* In the **last column:** respond “**Y**” for “yes” if you believe the job duty in question is “**essential**” either because:

- (1) *the job exists, in large part, to perform that particular function; and/or*
- (2) *it would be very difficult to redistribute that duty to other employees.*

Add code number “1” or “2” to identify your reasons.

If the duty does not meet either of these criteria for being “essential”, answer the question “**N**” for “No”.

If you are uncertain answer with a “?”

[Continue on back or separate sheet if more space is needed for listing job duties.]

Job requires employee to: (type of effort)	List job duties that pertain, & briefly describe work involved (include specifics such as weights)	Equipment Used	Approximate Frequency (e.g. hourly, twice/week)	Essential? (See * above) Y with code; N or ?
A. Lift, Carry,				
Push, Pull,				
Throw, Etc.				
B. Stand, Walk, Run				
Climb, Jump, Turn,				
Crawl, Bend over,				
Kneel, Etc.				
C. Sit for Extended				
Periods				
D. Use Hands/Fingers				
(fine motor skills)				
E. Speak/Converse				
(in person and/or				
on phone)				
F. Drive				
G. Travel				
(within bldg/complex,				
local area, long distance)				