

An organization must be able to demonstrate that the Required Mental/Physical Abilities listed in a job description are job related and consistent with business necessity. Include only the qualifications that meet these criteria. Always try to link the qualification to an essential function.

For example, if an essential function is *“Must produce detailed reports from University database for target calling”* then mental / physical abilities may be:

- *“Must be able to sit at a desk for extended periods of time,”* AND/OR
- *“Must be able to touch type,”* AND/OR
- *“Must be able to read, analyze and interpret data.”*

In these examples, the requirements are job related and necessary in order to conduct the University’s business.

Suggested language for Required Physical Abilities:

Must be able to converse over the telephone.

Must be able to verbally project to large audiences for periods of up to one hour.

Must be able to lift objects up to XX pounds on occasion.

Must be able to perform basic mathematical equations.

Must be able to operate a computer.

Suggested language for Required Mental Abilities:

Must be able to apply established policies and procedures to work requirements.

Must be able to prioritize work with minimal supervision on a day-to-day basis.

Must be able to provide instructions to customers on required procedures.

These are examples that may help you define your own requirements.
Please feel free to contact Human Resources for specific information or guidance.