

About the Physical, Environmental, and Mental Demands Form

Process Tips

- Post the job in the Talent Acquisition Manager (TAM) system.
- Complete the PEM Demands form (a.k.a. PEM) and keep it in your recruitment file.
- After you fill the position, file a copy of the completed PEM with the Job Description in the employee's personnel file.

Content Tips

This form should describe the way the job is normally done, not specific to an individual employee. To complete the PEM, consult with the incumbent in the position or, if the position is vacant, with a person who is either in a similar position or knows the type of work.

To help you complete the PEM accurately, here are some helpful tips to follow regarding specific tasks. See below for Standard Definitions of Physical Activities.

- Bending of the neck refers to looking up or down while twisting of the neck refers to looking back and forth.
- Repetitive movement of the hand:
 - "Fine manipulation" (listed under repetitive hand movement) should include typing and ten-key use.
 - "Simple grasping" refers to tasks/items which can be held with a loose grasp, hand not closed together and usually involves lighter items and not much force. Examples could include grasping a phone receiver, several small files at one time or easily rolling file drawer handles.
 - "Power grasping" refers to tasks/items which require a clenched fist and some exertion. Examples would be a heavy banker's box with built in handles, small hand tools requiring force to use or a handle to a mop.
- Climbing can include ladders, stairs, scaffolding, etc., and should be specified on the given line.

If you need any help or have any questions, please call 642-1914 or 642-8659.

Standard Definitions of Physical Activities

Sitting: Remaining in a normal seated position.

Walking: Moving by using the feet and taking alternate steps.

Standing: Remaining on one's feet in an upright position at a work station without moving about. Arms and/or upper body may be in use.

Bending (neck): Angling the head forward and downward or upward.

Twisting (neck): To turn the head from side to side. Pivot point is the neck.

Bending (waist): To flex upper trunk forward with knees extended.

Twisting (waist): Turning the body partly around from a stationary position such as standing, sitting, kneeling or reclining. Pivot point is the waist.

Squatting: Bending the legs at the knees with pressure on the balls of the feet with buttocks resting on the back of the heels and/or back of the calves.

Climbing: To ascend or descend ladders, scaffolding, stairs, poles, inclined surfaces. Note if elevator available.

Kneeling: Bending the legs at the knees to come to rest on the knee(s).

Crawling: To move entire body along a surface with hip/knee flexion and arm extension/flexion.

Repetitive Hand movement: Repeated set of similar motions of the hand over a short period of time.

Simple grasping: Gripping an object with the hand- requires only the force to hold the object.

Power grasping: Same as above but requires additional force is being applied to the object grasped.

Fine manipulation: Use of the fingers independently, not the entire hand.

Pushing: To exert force on or against an object in order to move it away.

Pulling: To draw towards oneself, in a particular direction, or into a particular position.

Reaching above or below shoulder height: To position arms with any degree of elbow flexion; extending hand/arms away from body.

Move items: Most usually done by lifting and carrying but could also be pushing pulling.

Lifting: To exert physical strength necessary to move objects from one level to another.

Carrying: Transporting an object, usually holding it in the hands or arms or shoulders and moving the feet.

Repetitive foot movement: Repeated set of motions with the foot in a short period of time.

Physical/Environmental/Mental Demands Form (PEM)

This form is intended to assist departments in determining the demands of positions and in recognizing any accommodations which may be necessary per the provisions of the Americans with Disabilities Act (ADA) of 1990. Keep a copy of the completed form with the Job Description in the employee's personnel file. For vacant positions, be sure to indicate any outstanding demands or any demands unusual for the classification on the Job Vacancy Listing (JVL). After completing this form, submit it to Human Resources with the JVL.

Job Title: _____

Department: _____

Physical Demands (without accommodations)

	hours at one time					total hours per day				
	0	<1/2	1/2-1	1-2	2-4	<1	1-2	2-4	4-6	6-8
sitting	<input type="checkbox"/>									
walking	<input type="checkbox"/>									
standing	<input type="checkbox"/>									
bending neck	<input type="checkbox"/>									
twisting neck	<input type="checkbox"/>									
bending waist (forward or sideways)	<input type="checkbox"/>									
twisting waist	<input type="checkbox"/>									
squatting (crouch or sit on one's heels)	<input type="checkbox"/>									
climbing _____	<input type="checkbox"/>									
kneeling	<input type="checkbox"/>									
crawling	<input type="checkbox"/>									
repetitive* movement: Hand	<input type="checkbox"/>									
Ø simple grasping 1 hand___ both___	<input type="checkbox"/>									
Ø power grasping 1 hand___ both___	<input type="checkbox"/>									
Ø fine manipulation 1 hand___ both___	<input type="checkbox"/>									
Ø pushing/pulling 1 hand___ both___	<input type="checkbox"/>									
reach above shoulder height	<input type="checkbox"/>									
reach below shoulder height	<input type="checkbox"/>									
move items weighing up to 10 lbs.	<input type="checkbox"/>									
move items weighing 11-25 lbs.	<input type="checkbox"/>									
move items weighing 26-50 lbs.	<input type="checkbox"/>									
move items weighing 51-75 lbs.	<input type="checkbox"/>									
move items weighing 76-100 lbs.	<input type="checkbox"/>									
move items weighing over 100 lbs.	<input type="checkbox"/>									
driving	<input type="checkbox"/>									
repetitive* movement: Foot	<input type="checkbox"/>									
Other _____	<input type="checkbox"/>									

*constant for at least 15 minutes

Environmental Demands (check all that apply)

- A. Extreme cold (below 32°) source: _____
- B. Extreme heat (above 100°) source: _____
- C. Noise (need to shout in order to be heard) source: _____
- D. Vibration source: _____
(exposure to oscillating movements of the extremities or whole body)
- 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)

Mental Demands

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

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)

Supervisor: _____
signature

Date: _____