

**NEW HOPE COMMUNITY CHURCH  
Job Requirements Checklist**

Use the following checklists to analyze the demands of particular jobs in relation to the qualifications of job applicants. In order to measure the extent to which an activity is required in a job, place an A, B, C or N/A in each designated blank as follows:

- A - Minor - Activity or condition exists less than 20% of work time.
- B - Moderate - Activity or condition exists between 20-60% of work time.
- C - Major - Activity or condition exists 60% or more of work time.
- N/A - Not applicable

**PHYSICAL DEMAND**

		<i>Code</i>	
<b>Strength</b>		<b>Reaching</b>	
Standing	<u>40</u> %	Handling	<u>A</u>
Walking	<u>10</u> %	Fingering	<u>A</u>
Sitting	<u>50</u> %	Feeling	<u>A</u>
		Throwing	<u>A</u>
		Eye-Hand Coordination	<u>A</u>
		Foot-Hand-Eye Coordination	<u>A</u>
		Other _____	_____
		<b>Communicating</b>	
		Ordinary	<u>C</u>
		Other _____	_____
		<b>Hearing</b>	
		Ordinary	<u>C</u>
		Other _____	_____
		<b>Seeing</b>	
		Acuity - Near	<u>C</u>
		Acuity - Far	<u>B</u>
		Depth Perception	<u>B</u>
		Accommodation	<u>B</u>
		Color Vision	<u>B</u>
		Field of Vision	<u>B</u>
		Other _____	_____

**PHYSICAL CONDITION**

<b>Working Area</b>			
Inside	<u>90</u> %		
Outside	<u>10</u> %		
		<i>Code</i>	<i>Code</i>
<b>Temperature</b>		<b>Atmospheric Conditions</b>	
Constant cold	<u>A</u>	Fumes	<u>n/a</u>
Constant heat	<u>B</u>	Odors	<u>n/a</u>
Changing temperatures	<u>A</u>	Mists	<u>n/a</u>

<b>Humidity or Damp</b>	<u>A</u>	Dusts	<u>A</u>
		Oil/Grease	<u>n/a</u>
		Dirt	<u>n/a</u>
<b>Noise</b>		Gases	<u>n/a</u>
Noise level (dB)	<u>A</u>	Ventilation	<u>A</u>
Exposure (hours/day)	<u>A</u>	Lighting	<u>A</u>
		Other _____	_____
<b>Unavoidable Hazards</b>		<b>Protective Clothing or Personal Devices</b>	<u>n/a</u>
Mechanical	<u>A</u>		
Electrical	<u>A</u>		
Burns	<u>A</u>		
Moving objects	<u>A</u>		
Heights	<u>A</u>		
Cramped quarters	<u>A</u>		
Other _____	_____		

### MENTAL REQUIREMENTS

	<i>Code</i>
Understand and carry out oral instructions.	<u>C</u>
Read and carry out simple written instructions.	<u>C</u>
Read work orders, scrap tickets, job lot tickets, graphs, logs, schedules.	<u>A</u>
Read and verify car numbers, alloy identities, etc.	<u>n/a</u>
Read and carry out complicated instructions.	<u>A</u>
Observe and read instruments, gauges, dials, etc. to determine operating conditions.	<u>n/a</u>
Read and interpret detailed prints, sketches, layouts, specifications, etc.	<u>A</u>
Identify and list production data such as quantities, pressures, alloys, operating conditions.	<u>n/a</u>
Prepare detailed records or reports such as inventory records, receiving reports, operating logs, lab analyses, quantities, etc.	<u>n/a</u>
Estimate size, form, quality or quantity of objects.	<u>n/a</u>
Estimate speed of moving objects.	<u>n/a</u>
Inspect, examine and observe for obvious product or equipment defects.	<u>n/a</u>
Inspect, examine and observe for product or equipment defects not easily identified.	<u>n/a</u>
Count, make simple arithmetic additions and subtractions.	<u>A</u>
Compute and calculate amounts of additives, results of tests, etc.	<u>A</u>
Use measuring devices such as tapes, gauges, rules, weight scales, where reading is direct and obvious.	<u>A</u>
Use measuring devices such as micrometers, calibrated steel tapes, calipers, etc. where precision and interpretation are required.	<u>n/a</u>
Make routine lab tests, such as titrations, specify gravity, etc.	<u>n/a</u>
Plan and schedule movement or flow of materials or products.	<u>n/a</u>
Operate automotive equipment such as autos and trucks.	<u>A</u>
Operate industrial trucks such as forklifts, flat beds, tractors.	<u>n/a</u>
Operate overhead cranes and hoists.	<u>n/a</u>
Use non-power hand tools such as hammers, wrenches, etc.	<u>A</u>

Use hand power tools.	<u>A</u>
Set up and operate machine tools such as lathes, milling machines, saws, etc.	<u>n/a</u>
Assemble or disassemble objects.	<u>A</u>
Determine malfunctioning of units by observing.	<u>A</u>
Determine nature and location of malfunction.	<u>A</u>
Perform repair and maintenance of equipment.	<u>A</u>
Perform a journeyman craft activity.	<u>n/a</u>
Make adjustments to obtain specified operating conditions such as turning valves; switches; moving and setting controls; adjusting furnaces, pumps; etc.	<u>n/a</u>
Control activities of a single processing unit.	<u>n/a</u>
Control activities of several processing units.	<u>n/a</u>
Operate equipment requiring specialized knowledge of process.	<u>n/a</u>
Plan own work activities.	<u>C</u>
Plan work activities of others.	<u>C</u>
Direct work activities of others.	<u>C</u>
Coordinate work activities of others.	<u>C</u>
Train other workers.	<u>C</u>
Work alone.	<u>A</u>
Work as a member of a team.	<u>C</u>
Work without supervision.	<u>C</u>
Work with minimum amount of supervision.	<u>C</u>
Work under pressure.	<u>C</u>
Work rapidly for long periods.	<u>C</u>
Work on several tasks at the same time.	<u>C</u>