

ADA COMPLIANCE: POSITION ANALYSIS

Date: _____

Department: _____

College/School: _____

Chair: _____

Search Committee Chair: _____

Telephone Number: _____

Telephone Number: _____

Where duty is to be performed: _____

Immediate supervisor of potential employee: _____

1. Position:

2. Purpose of the position within the unit:

3. Essential tasks that MUST BE performed:

4. Marginal tasks that should be performed:

5. Identify the minimum education and experience required:

6. Identify specific skills and/or training needed to perform tasks:

7. Identify any specific physical demands of the position and their frequency: