

***Describe the physical and mental requirements of each job.*** Each job requires an employee to be able to perform certain physical functions (e.g., sitting, walking, lifting, eye-hand coordination) and mental functions (e.g., reading, simple math calculations, withstanding moderate amounts of stress). To minimize the risks of disability discrimination claims, these physical and mental functions must be listed on the Position Description. Look at the Equal Employment Opportunity Commission's (EEOC) regulations and guidelines on disability for ideas on the types of physical and mental functions that should be addressed in a Position Description.

In describing a particular function, remember to focus on the goal of the job, not on how the job is done.

Wrong: "Job entails lifting boxes from point A to point B"

Right: "Job entails ensuring that boxes get from point A to point B."