

Physical Requirements Categories

Sedentary

Involves sitting most of the time, with occasional walking/standing and lifting up to 10 lbs.

- Never (0% of the workday)
- Occasional (0-33% of the workday)
- Frequent (34-66% of the workday)
- Constant (67-100% of the workday)

Physical Demand	N	O	F	C	Comments/Examples
Sitting				x	Seated in an office chair using a desk or workstation.
Listening on the phone			x	x	Must be able to hear voices using a telephone. Actively listening during member calls and/or internal meetings.
Wearing a Headset			x	x	Wear an appropriate headset during participation in phone and video calls.
Hearing			x	x	Must be able to hear voices in person. This includes while in meeting spaces of all sizes. Actively listening to live dialog.
Speaking (use of voice)			x	x	Must be able to project the voice to an appropriate volume so that others can hear.
Close up Vision				x	Must be able to look at a computer monitor or text and read small to medium text and numbers. (Font size 10)
On camera			x		You must physically appear on camera to display facial cues for others.
Office Lighting		x			Must be able to work in an office lighting environment. This may include halogen or daytime lighting.
Staying Awake				x	Must be able to stay awake during required work hours.
Noise		x			Must be able to work in a noisy environment where multiple people may be having conversation in the same area.
Scents		x			Must be able to appropriately handle light to moderate smells. This may include being near a break or meal area, body sprays, colognes or perfumes.
Temperature (Inside/Outside)		x			Must be able to handle outdoor temperatures in your home state allowing for a successful commute to and from work. Must be able to handle indoor temperatures that could vary as widely as 60 to 80 degrees Fahrenheit.
Standing		x			Standing during meetings or conversation.

Physical Demand	N	O	F	C	Comments/Examples
Walking		x			Being able to walk within the workspace.
Reading			x	x	Must be able to read various communications including but not limited to e-mails, presentations, and announcements.
Seeing Color			x		Must be able to appropriately view colors to understand pie charts, financial worksheets and presentations.
Driving (Light & Dark)	x				Must be able to drive an appropriate motor vehicle to customer sites, appointments or client meetings.
Balancing		x			Maintaining body equilibrium to prevent falling.
Stooping/Twisting		x			Turning a torso
Bending		x			Picking up items from below the waist
Push/Pull		x			Opening doors, drawers, moving objects
Reaching		x			Extending hand(s) and arm(s) in any direction, such as overhead, below waist, forward or lateral.
Keyboarding			x	x	Use an appropriate keyboard to type and create materials
Computer Mouse Use			x	x	Use a wired, wireless or touchpad device
Neck Rotation/Extension			x		Able to turn head side to side and up and down
Repetitive use of dominant hand or both hands			x	x	Using hands for frequent repeatable tasks
Grasp – wrist movement		x			Hold and object and rotate your wrist in multiple directions
Grasp – finger movement			x		Use fingers to grasp and hold onto objects of various sizes, dimensions and weights
Lift/Carry	N	O	F	C	Comments/Examples
Up to 10 lbs				x	Constant handling of small tools/materials and frequent movement of supplies.
10 to 25 lbs	x				Not required for a standard office-based role.
25 to 50 lbs	x				Not required.
50 to 100 lbs	x				
Over 100 lbs	x				Heavy: typically N or O depending on equipment. Very Heavy: occasional lifting over 100 lbs (usually with assistance/mechanical aid).

Light

Requires frequent lifting/carrying of up to 10 lbs., or occasional lifting of up to 20 lbs., with significant walking or standing, or sitting with pushing/pulling/reaching.

- Never (0% of the workday)
- Occasional (0-33% of the workday)
- Frequent (34-66% of the workday)
- Constant (67-100% of the workday)

Physical Demand	N	O	F	C	Comments/Examples
Sitting			x	x	Seated in an office chair using a desk or workstation.
Listening on the phone			x	x	Must be able to hear voices using a telephone. Actively listening during member calls and/or internal meetings.
Wearing a Headset			x	x	Wear an appropriate headset during participation in phone and video calls.
Hearing			x	x	Must be able to hear voices in person. This includes while in meeting spaces of all sizes. Actively listening to live dialog.
Speaking (use of voice)			x	x	Must be able to project the voice to an appropriate volume so that others can hear.
Close up Vision				x	Must be able to look at a computer monitor or text and read small to medium text and numbers. (Font size 10)
On camera			x		You must physically appear on camera to display facial cues for others.
Office Lighting			x		Must be able to work in an office lighting environment. This may include halogen or daytime lighting.
Staying Awake				x	Must be able to stay awake during required work hours.
Noise			x		Must be able to work in a noisy environment where multiple people may be having conversation in the same area.
Scents			x		Must be able to appropriately handle light to moderate smells. This may include being near a break or meal area, body sprays, cologne's or perfumes.
Temperature (Inside/Outside)			x		Must be able to handle outdoor temperatures in your home state allowing for a successful commute to and from work. Must be able to handle indoor temperatures that could vary as widely as 60 to 80 degrees Fahrenheit.
Standing		x			Standing during meetings or conversation.
Walking		x			Being able to walk within the workspace.

Physical Demand	N	O	F	C	Comments/Examples
Reading			x	x	Must be able to read various communications including but not limited to e-mails, presentations, and announcements.
Seeing Color			x		Must be able to appropriately view colors to understand pie charts, financial worksheets and presentations.
Driving (Light & Dark)	x	x	x		Must be able to drive an appropriate motor vehicle to customer sites, appointments or client meetings.
Balancing		x			Maintaining body equilibrium to prevent falling.
Stooping/Twisting		x			Turning a torso
Bending		x			Picking up items from below the waist
Push/Pull		x			Opening doors, drawers, moving objects
Reaching		x			Extending hand(s) and arm(s) in any direction, such as overhead, below waist, forward or lateral.
Keyboarding			x	x	Use an appropriate keyboard to type and create materials
Computer Mouse Use			x	x	Use a wired, wireless or touchpad device
Neck Rotation/Extension			x		Able to turn head side to side and up and down
Repetitive use of dominant hand or both hands		x	x		Using hands for frequent repeatable tasks
Grasp – wrist movement		x			Hold and object and rotate your wrist in multiple directions
Grasp – finger movement			x		Use fingers to grasp and hold onto objects of various sizes, dimensions and weights
Lift/Carry	N	O	F	C	Comments/Examples
Up to 10 lbs			x	x	Occasional lifting/carrying of light office items (e.g., laptop, files).
10 to 25 lbs	x				Not required.
25 to 50 lbs	x				Not required.
50 to 100 lbs	x				Not required.
Over 100 lbs	x				Not required.

Moderate

Requires lifting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.

- Never (0% of the workday)
- Occasional (0-33% of the workday)
- Frequent (34-66% of the workday)
- Constant (67-100% of the workday)

Physical Demand	N	O	F	C	Comments/Examples
Sitting			x		Seated in an office chair using a desk or workstation.
Listening on the phone			x	x	Must be able to hear voices using a telephone. Actively listening during member calls and/or internal meetings.
Wearing a Headset			x	x	Wear an appropriate headset during participation in phone and video calls.
Hearing			x	x	Must be able to hear voices in person. This includes while in meeting spaces of all sizes. Actively listening to live dialog.
Speaking (use of voice)			x		Must be able to project the voice to an appropriate volume so that others can hear.
Close up Vision				x	Must be able to look at a computer monitor or text and read small to medium text and numbers. (Font size 10)
On camera			x		You must physically appear on camera to display facial cues for others.
Office Lighting			x		Must be able to work in an office lighting environment. This may include halogen or daytime lighting.
Staying Awake				x	Must be able to stay awake during required work hours.
Noise			x	x	Must be able to work in a noisy environment where multiple people may be having conversation in the same area.
Scents			x	x	Must be able to appropriately handle light to moderate smells. This may include being near a break or meal area, body sprays, cologne's or perfumes.
Temperature (Inside/Outside)			x		Must be able to handle outdoor temperatures in your home state allowing for a successful commute to and from work. Must be able to handle indoor temperatures that could vary as widely as 60 to 80 degrees Fahrenheit.
Standing		x	x		Standing during meetings or conversation.
Walking		x	x		Being able to walk within the workspace.

Physical Demand	N	O	F	C	Comments/Examples
Reading			x		Must be able to read various communications including but not limited to e-mails, presentations, and announcements.
Seeing Color			x		Must be able to appropriately view colors to understand pie charts, financial worksheets and presentations.
Driving (Light & Dark)	x	x	x		Must be able to drive an appropriate motor vehicle to customer sites, appointments or client meetings.
Balancing			x		Maintaining body equilibrium to prevent falling.
Stooping/Twisting			x		Turning a torso
Bending			x		Picking up items from below the waist
Push/Pull			x		Opening doors, drawers, moving objects
Reaching			x		Extending hand(s) and arm(s) in any direction, such as overhead, below waist, forward or lateral.
Keyboarding			x	x	Use an appropriate keyboard to type and create materials
Computer Mouse Use			x	x	Use a wired, wireless or touchpad device
Neck Rotation/Extension			x		Able to turn head side to side and up and down
Repetitive use of dominant hand or both hands			x		Using hands for frequent repeatable tasks
Grasp – wrist movement			x		Hold an object and rotate your wrist in multiple directions
Grasp – finger movement			x		Use fingers to grasp and hold onto objects of various sizes, dimensions and weights
Lift/Carry	N	O	F	C	Comments/Examples
Up to 10 lbs			x	x	
10 to 25 lbs			x		
25 to 50 lbs		x			
50 to 100 lbs	x				
Over 100 lbs	x				

Heavy

Involves lifting 50-100 lbs. occasionally, 25-50 lbs. frequently, or 10-20 lbs. constantly.

- Never (0% of the workday)
- Occasional (0-33% of the workday)
- Frequent (34-66% of the workday)
- Constant (67-100% of the workday)

Physical Demand	N	O	F	C	Comments/Examples
Sitting		x	x		Seated in an office chair using a desk or workstation.
Listening on the phone			x		Must be able to hear voices using a telephone. Actively listening during member calls and/or internal meetings.
Wearing a Headset			x		Wear an appropriate headset during participation in phone and video calls.
Hearing			x	x	Must be able to hear voices in person. This includes while in meeting spaces of all sizes. Actively listening to live dialog.
Speaking (use of voice)			x		Must be able to project the voice to an appropriate volume so that others can hear.
Close up Vision			x		Must be able to look at a computer monitor or text and read small to medium text and numbers. (Font size 10)
On camera			x		You must physically appear on camera to display facial cues for others.
Office Lighting			x		Must be able to work in an office lighting environment. This may include halogen or daytime lighting.
Staying Awake				x	Must be able to stay awake during required work hours.
Noise			x	x	Must be able to work in a noisy environment where multiple people may be having conversation in the same area.
Scents			x	x	Must be able to appropriately handle light to moderate smells. This may include being near a break or meal area, body sprays, cologne's or perfumes.
Temperature (Inside/Outside)			x		Must be able to handle outdoor temperatures in your home state allowing for a successful commute to and from work. Must be able to handle indoor temperatures that could vary as widely as 60 to 80 degrees Fahrenheit.
Standing			x	x	Standing during meetings or conversation.

Physical Demand	N	O	F	C	Comments/Examples
Walking			x	x	Being able to walk within the workspace.
Reading			x		Must be able to read various communications including but not limited to e-mails, presentations, and announcements.
Seeing Color			x		Must be able to appropriately view colors to understand pie charts, financial worksheets and presentations.
Driving (Light & Dark)			x		Must be able to drive an appropriate motor vehicle to customer sites, appointments or client meetings.
Balancing			x		Maintaining body equilibrium to prevent falling.
Stooping/Twisting			x		Turning a torso
Bending			x		Picking up items from below the waist
Push/Pull			x		Opening doors, drawers, moving objects
Reaching			x		Extending hand(s) and arm(s) in any direction, such as overhead, below waist, forward or lateral.
Keyboarding			x	x	Use an appropriate keyboard to type and create materials
Computer Mouse Use			x	x	Use a wired, wireless or touchpad device
Neck Rotation/Extension			x		Able to turn head side to side and up and down
Repetitive use of dominant hand or both hands			x		Using hands for frequent repeatable tasks
Grasp – wrist movement			x		Hold an object and rotate your wrist in multiple directions
Grasp – finger movement			x		Use fingers to grasp and hold onto objects of various sizes, dimensions and weights
Lift/Carry	N	O	F	C	Comments/Examples
Up to 10 lbs			x	x	
10 to 25 lbs			x		
25 to 50 lbs			x		
50 to 100 lbs		x			
Over 100 lbs		x			