

Essential Functions Worksheet

Using the Essential Functions Worksheet

- Use the Essential Functions Worksheet to organize your thoughts
- List all activities, duties and tasks the position performs in the “Duties and Tasks” column
- Cluster related activities together under the “Related Groupings” column
 - Eliminate duplicates
 - Clarify language
 - Delete extraneous statements
- Review each grouping to develop an Essential Function Statement

The Essential Functions Worksheet

Duties and Tasks	Related Groupings	Essential Functions Statements (<i>i.e.</i> , <i>PDQ Position Duties</i>)
• • • • •	• • • • •	• • • • •