

**University of Kansas Medical Center
Equal Opportunity Office**

Mental/Cognitive Requirements Checklist

Name (not applicable if vacant): _____

Position Title: _____ Position Number: _____

Completed By: _____

Title: _____ Date: _____

Date Checklist Reviewed with Employee (not applicable if vacant): _____

Instructions:

Identify essential functions before completing this checklist. Taken as a whole, indicate with a "check mark" which of the following mental/cognitive abilities are required.

Communication

- comprehend and use basic language, either written or spoken, to communicate information and ideas
- comprehend and use technical or professional language, either written or spoken to communicate complex ideas
- Other: _____

Calculation

- perform numerical operations using basic counting, adding, subtracting, multiplying or dividing
- perform complex quantitative calculations or reasoning algebra, geometry, statistics, or abstract symbols
- Other: _____

Problem Solving

- formulate and apply appropriate course of action for routine or familiar situations
- use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations
- Other: _____

Note: Mental/cognitive requirements include but are not limited to the above list.

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