

Abilities Questionnaire



Background Information

This survey is designed to capture the diversity of American workers. This questionnaire will be administered to a large number of workers with differing amounts of job experience in many different jobs. Your answers to these questions will help us to know if the goal of diversity is being achieved. Therefore, it is very important that you give accurate answers to these questions.

Please read each question carefully and mark your answer by putting an in the box beside your answer, or by writing an answer on the line provided.

B1. What is the title of your job? (PLEASE PRINT)

B2. For how long have you worked at this job? (Mark one box)

- Ten years or more
- At least 6 years, but less than 10 years
- At least 3 years, but less than 6 years
- At least 1 year, but less than 3 years
- At least 3 month, but less than 12 months
- At least 1 month, but less than 3 months
- Less than 1 month

B3. In what year were you born? 1 9 ____

B4. Are you male or female? (Mark one box)

- Male
- Female

B5. Are you Hispanic or Latino? (Mark one box)

- Yes
- No

B6. What is your race? (Mark one or more boxes)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

B7. Do you have any of the following long-lasting conditions?

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| a. Blindness, deafness, or a severe vision or hearing impairment?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| b. A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying?..... | <input type="checkbox"/> | <input type="checkbox"/> |

B8. Because of a physical, mental, or emotional condition lasting 6 months or more, do you have any difficulty doing any of the following activities?

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|--------------------------|
| a. Learning, remembering or concentrating?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Dressing, bathing, or getting around inside the home? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Going outside the home alone to shop or visit a doctor's office?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Working at a job or business? | <input type="checkbox"/> | <input type="checkbox"/> |

Instructions for Making Abilities Ratings

These questions are about job-related abilities. An *ability* is an enduring talent that can help a person do a job. You will be asked about a series of different abilities and how they relate to *your current job* - that is, the job you hold now.

Each ability in the questionnaire is named and defined.

For example:

Arm-Hand Steadiness	The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
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You are then asked to answer two questions about that ability:

A How important is the ability to your current job?

For example:

How important is ARM-HAND STEADINESS to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

Mark your answer by putting an **X** through the number that represents your answer.

Do not mark on the line between the numbers.

***If you rate the ability as Not Important to the performance of your current job, mark the one [①] then skip over question B and proceed to the next ability.**

B What level of the ability is needed to perform your current job?

To help you understand what we mean by **level**, we provide you with examples of job-related activities at different levels for each ability. For example:

What level of ARM-HAND STEADINESS is needed to perform *your current job*?

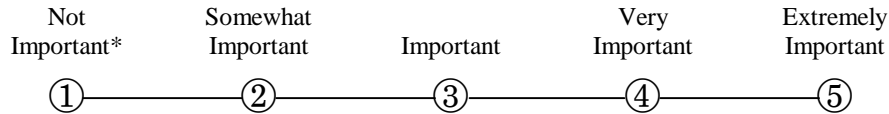
	Light a candle	Thread a needle	Cut facets in a diamond			
	9	9	9			
①	②	③	④	⑤	⑥	⑦
						Highest Level

Mark your answer the same way you did for the first question.

11. Category Flexibility

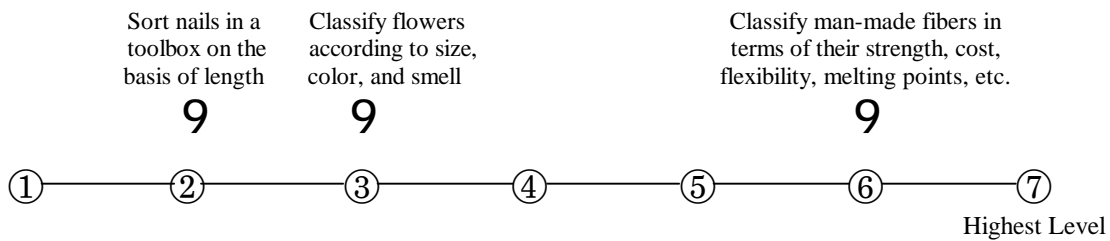
The ability to generate or use different sets of rules for combining or grouping things in different ways.

A. How important is CATEGORY FLEXIBILITY to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

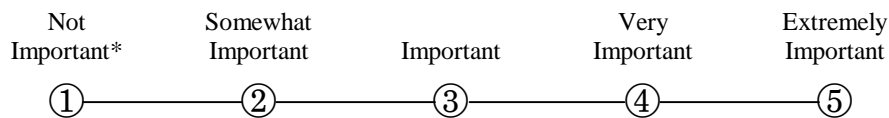
B. What level of CATEGORY FLEXIBILITY is needed to perform *your current job*?



12. Mathematical Reasoning

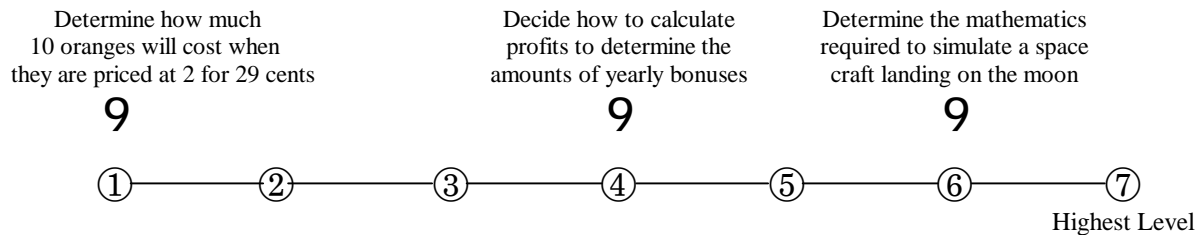
The ability to choose the right mathematical methods or formulas to solve a problem.

A. How important is MATHEMATICAL REASONING to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

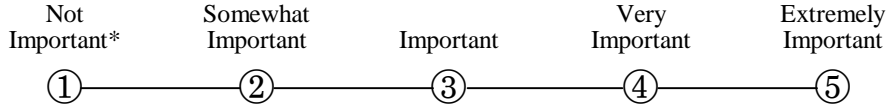
B. What level of MATHEMATICAL REASONING is needed to perform *your current job*?



13. Number Facility

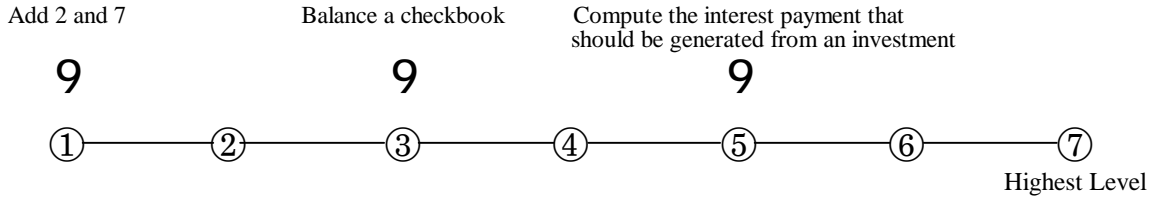
The ability to add, subtract, multiply, or divide quickly and correctly.

A. How important is NUMBER FACILITY to the performance of your current job?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

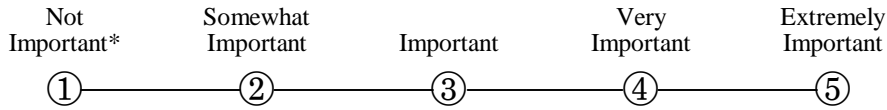
B. What level of NUMBER FACILITY is needed to perform your current job?



14. Memorization

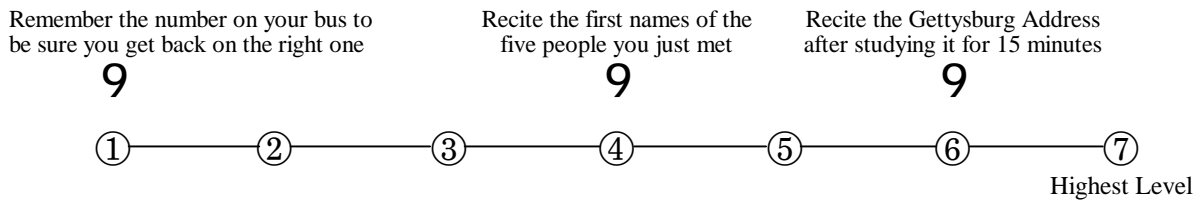
The ability to remember information such as words, numbers, pictures, and procedures.

A. How important is MEMORIZATION to the performance of your current job?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

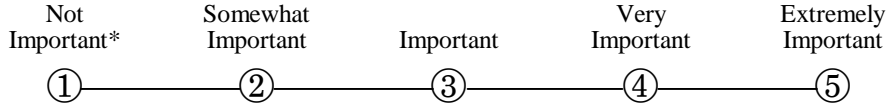
A. What level of MEMORIZATION is needed to perform your current job?



15. Speed of Closure

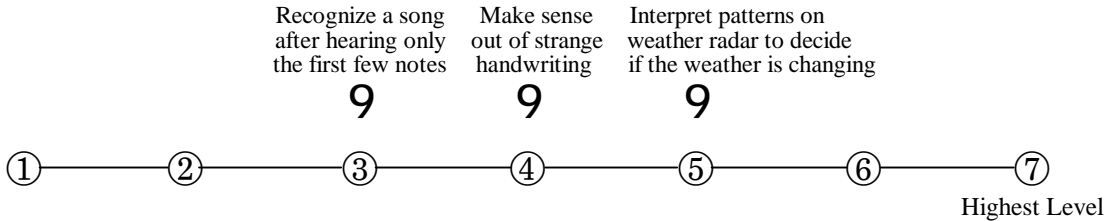
The ability to quickly make sense of, combine, and organize information into meaningful patterns.

A. How **important** is **SPEED OF CLOSURE** to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

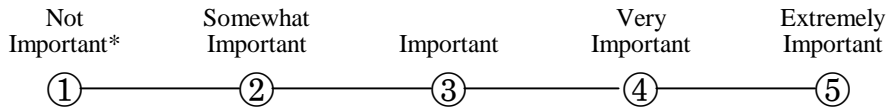
B. What **level** of **SPEED OF CLOSURE** is needed to perform *your current job*?



16. Flexibility of Closure

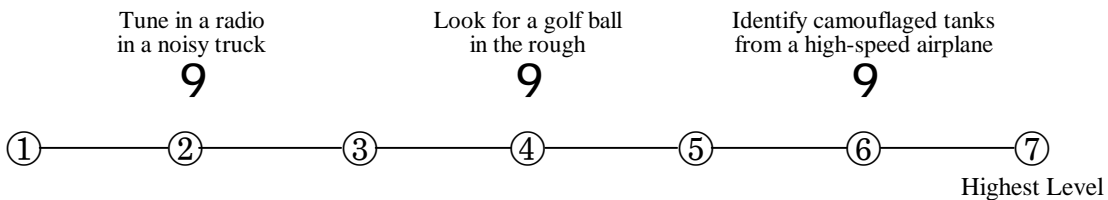
The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

A. How **important** is **FLEXIBILITY OF CLOSURE** to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

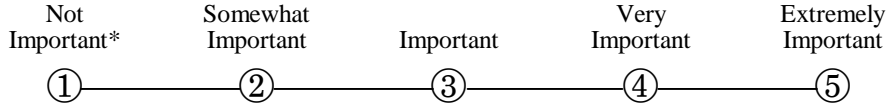
B. What **level** of **FLEXIBILITY OF CLOSURE** is needed to perform *your current job*?



19. Visualization

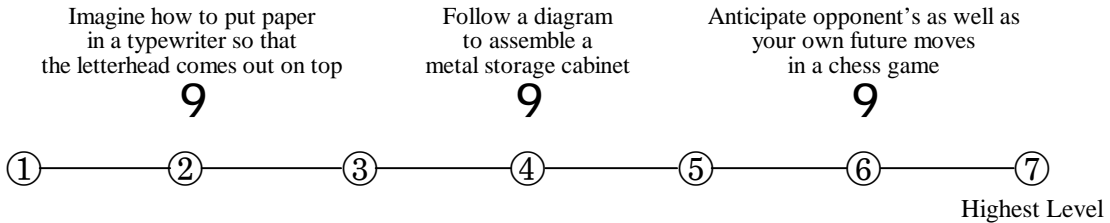
The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

A. How important is VISUALIZATION to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

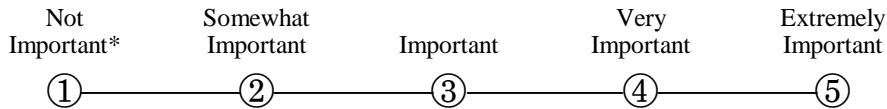
B. What level of VISUALIZATION is needed to perform *your current job*?



20. Selective Attention

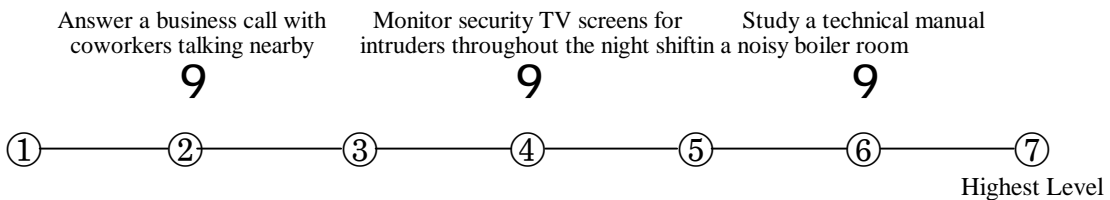
The ability to concentrate on a task over a period of time without being distracted.

A. How important is SELECTIVE ATTENTION to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

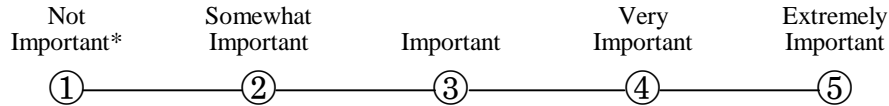
A. What level of SELECTIVE ATTENTION is needed to perform *your current job*?



21. Time Sharing

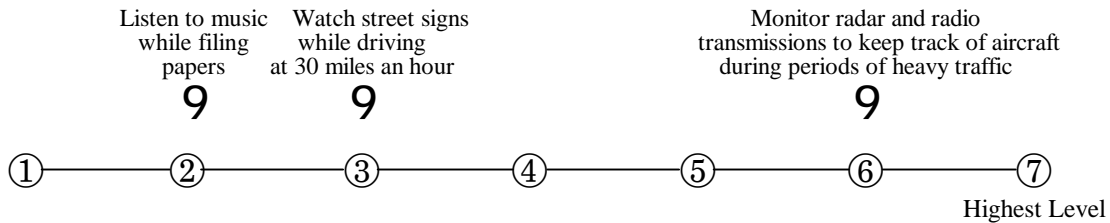
The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

A. How important is TIME SHARING to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

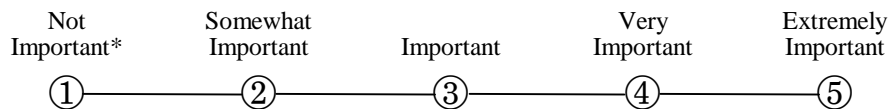
B. What level of TIME SHARING is needed to perform *your current job*?



22. Arm-Hand Steadiness

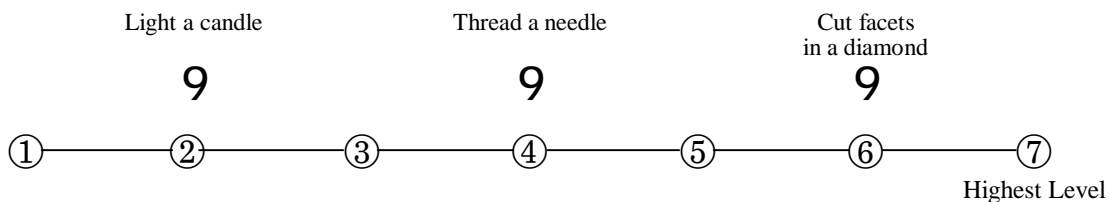
The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

A. How important is ARM-HAND STEADINESS to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

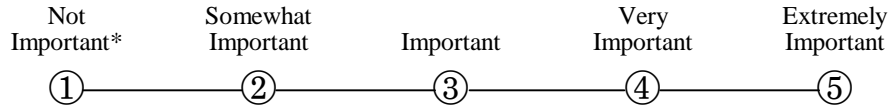
A. What level of ARM-HAND STEADINESS is needed to perform *your current job*?



23. Manual Dexterity

The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

A. How important is MANUAL DEXTERITY to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

B. What level of MANUAL DEXTERITY is needed to perform *your current job*?

Screw a light bulb into a light socket

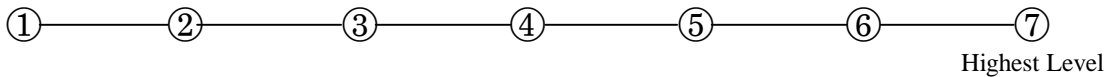
9

Pack oranges in crates as quickly as possible

9

Perform open heart surgery with surgical instruments

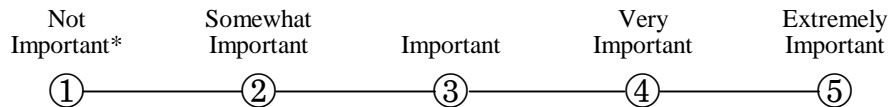
9



24. Finger Dexterity

The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

A. How important is FINGER DEXTERITY to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

A. What level of FINGER DEXTERITY is needed to perform *your current job*?

Put coins in a parking meter

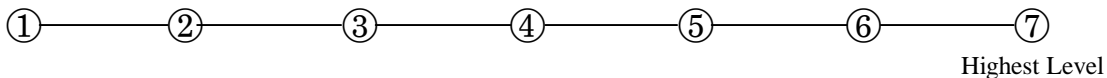
9

Attach small knobs to stereo equipment on an assembly line

9

Put together the inner workings of a small wrist watch

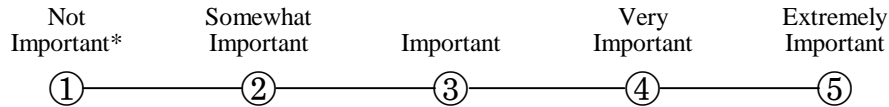
9



27. Response Orientation

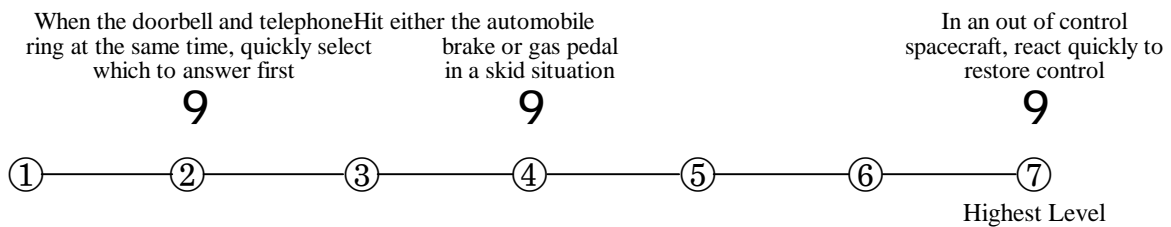
The ability to choose quickly between *two or more movements* in response to *two or more different signals* (lights, sounds, pictures). It includes the speed with which the correct response is *started* with the hand, foot, or other body part.

A. How **important** is RESPONSE ORIENTATION to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

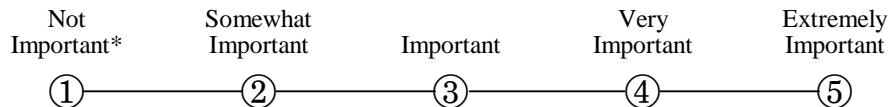
B. What **level** of RESPONSE ORIENTATION is needed to perform *your current job*?



28. Rate Control

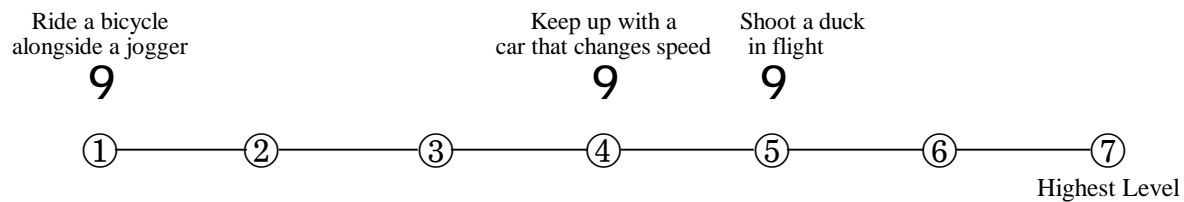
The ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.

A. How **important** is RATE CONTROL to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

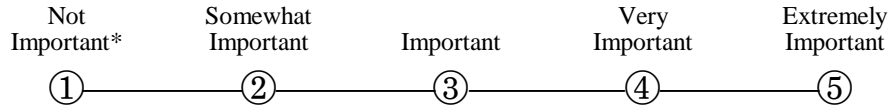
A. What **level** of RATE CONTROL is needed to perform *your current job*?



33. Explosive Strength

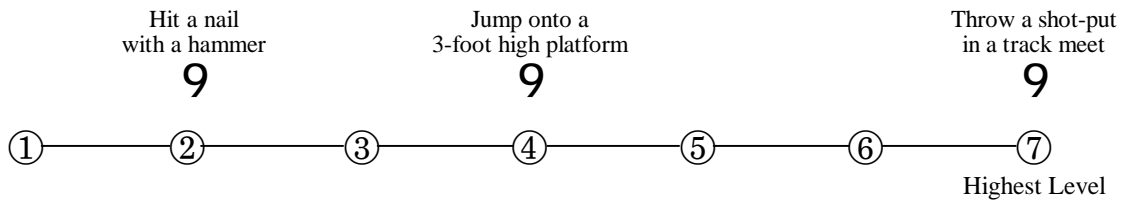
The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting) or to throw an object.

A. How important is **EXPLOSIVE STRENGTH** to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

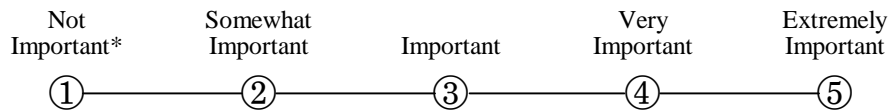
B. What level of **EXPLOSIVE STRENGTH** is needed to perform *your current job*?



34. Dynamic Strength

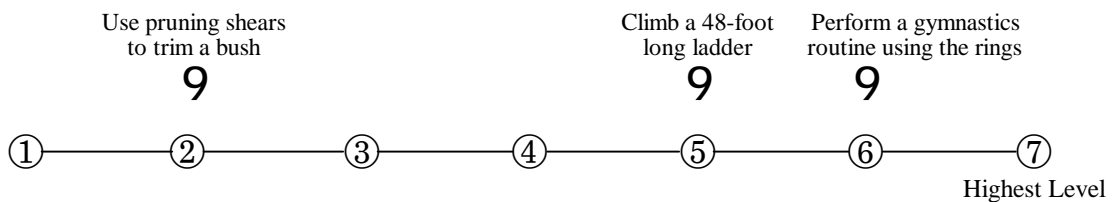
The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.

A. How important is **DYNAMIC STRENGTH** to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

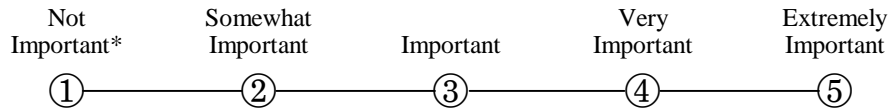
A. What level of **DYNAMIC STRENGTH** is needed to perform *your current job*?



35. Trunk Strength

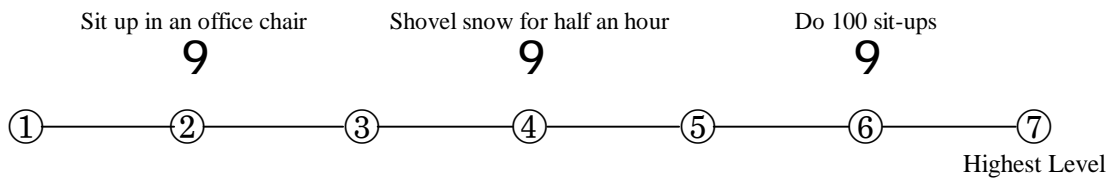
The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without “giving out” or fatiguing.

A. How important is TRUNK STRENGTH to the performance of your current job?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

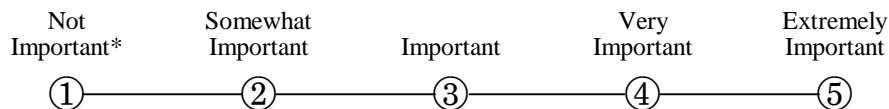
B. What level of TRUNK STRENGTH is needed to perform your current job?



36. Stamina

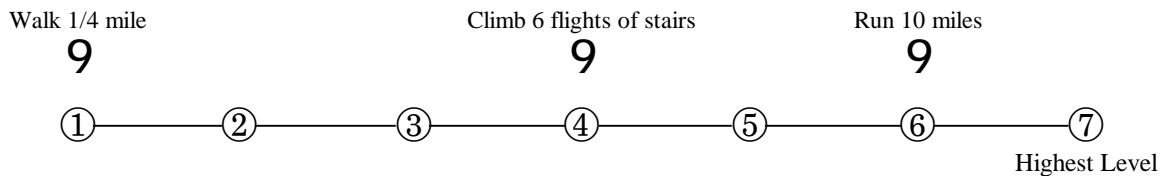
The ability to exert yourself physically over long periods of time without getting winded or out of breath.

A. How important is STAMINA to the performance of your current job?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

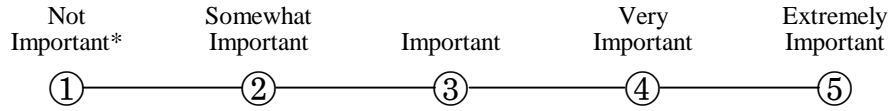
A. What level of STAMINA is needed to perform your current job?



37. Extent Flexibility

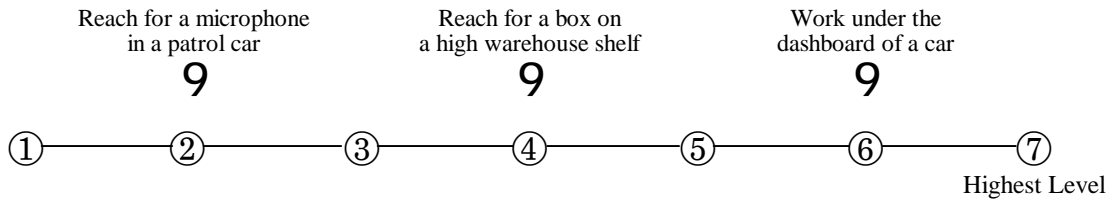
The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.

A. How important is EXTENT FLEXIBILITY to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

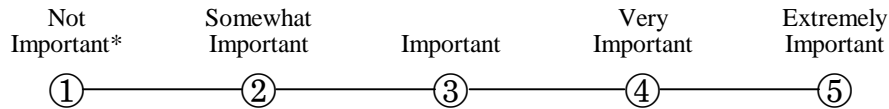
B. What level of EXTENT FLEXIBILITY is needed to perform *your current job*?



38. Dynamic Flexibility

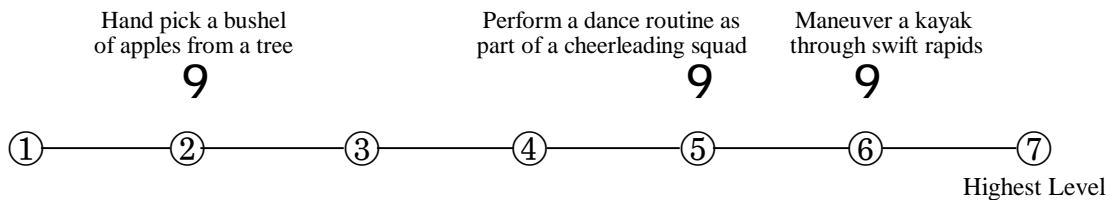
The ability to quickly and repeatedly, bend, stretch, twist, or reach out with your body, arms, and/or legs.

A. How important is DYNAMIC FLEXIBILITY to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

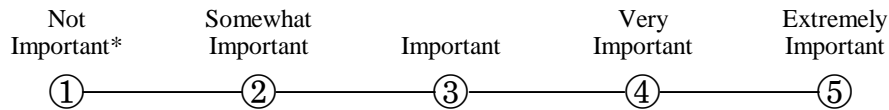
A. What level of DYNAMIC FLEXIBILITY is needed to perform *your current job*?



39. Gross Body Coordination

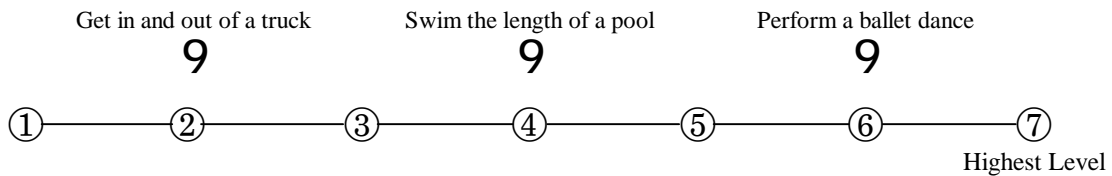
The ability to coordinate the *movement of your arms, legs, and torso together* when the whole body is in motion.

A. How important is GROSS BODY COORDINATION to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

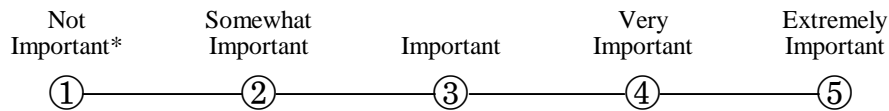
B. What level of GROSS BODY COORDINATION is needed to perform *your current job*?



40. Gross Body Equilibrium

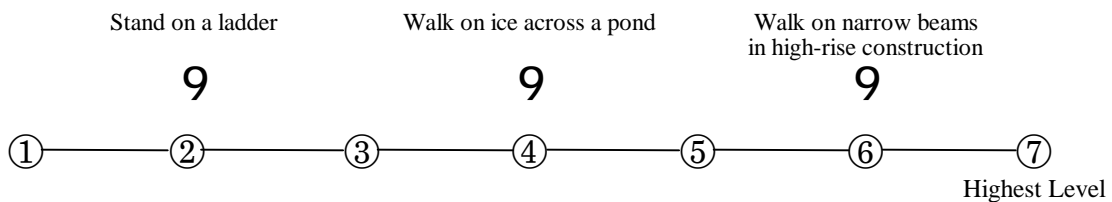
The ability to keep or regain your body balance or stay upright when in an unstable position.

A. How important is GROSS BODY EQUILIBRIUM to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

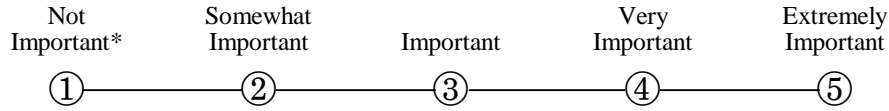
B. What level of GROSS BODY EQUILIBRIUM is needed to perform *your current job*?



41. Near Vision

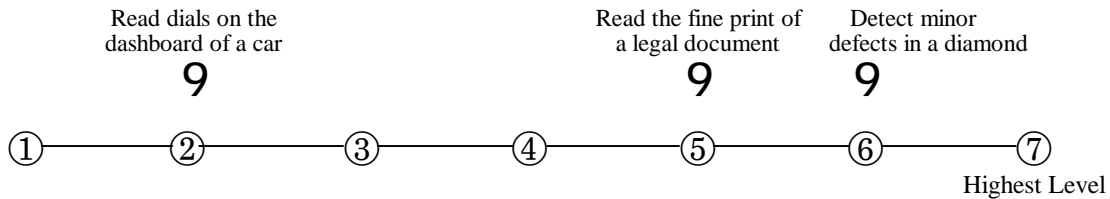
The ability to see details at close range (within a few feet of the observer).

A. How important is NEAR VISION to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

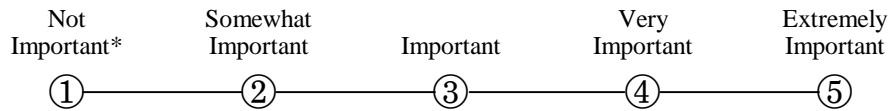
B. What level of NEAR VISION is needed to perform *your current job*?



42. Far Vision

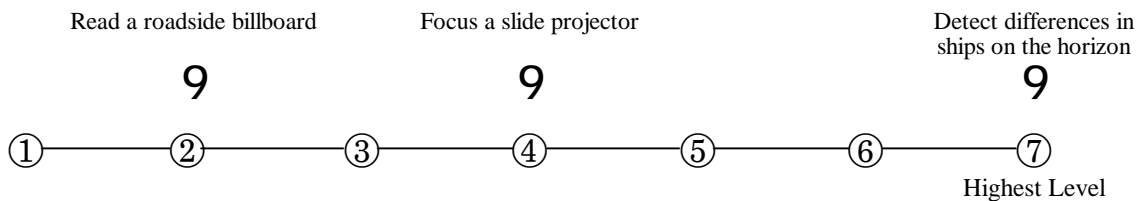
The ability to see details at a distance.

A. How important is FAR VISION to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

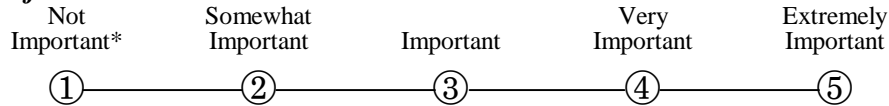
A. What level of FAR VISION is needed to perform *your current job*?



43. Visual Color Discrimination

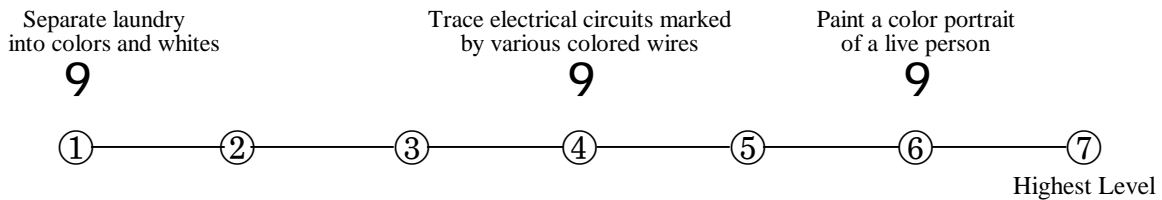
The ability to match or detect differences between colors, including shades of color and brightness.

A. How important is VISUAL COLOR DISCRIMINATION to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

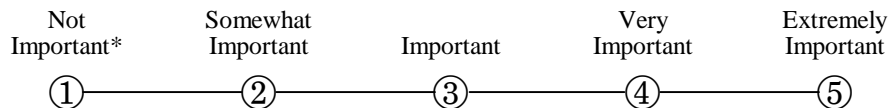
B. What level of VISUAL COLOR DISCRIMINATION is needed to perform *your current job*?



44. Night Vision

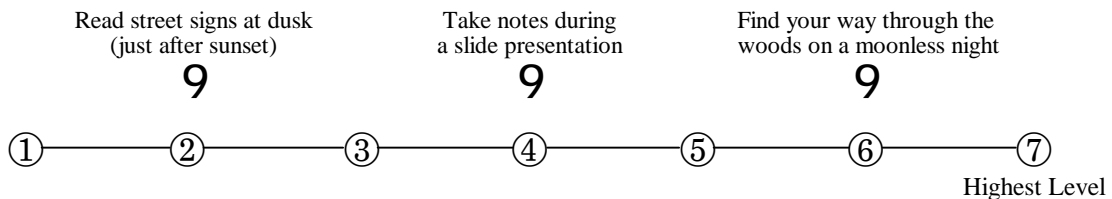
The ability to see under low-light conditions.

A. How important is NIGHT VISION to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

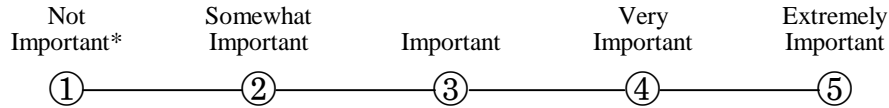
A. What level of NIGHT VISION is needed to perform *your current job*?



47. Glare Sensitivity

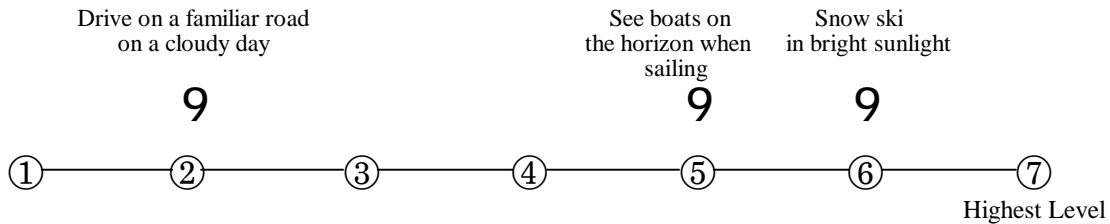
The ability to see objects in the presence of a glare or bright lighting.

A. How important is GLARE SENSITIVITY to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

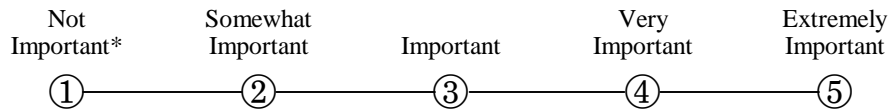
B. What level of GLARE SENSITIVITY is needed to perform *your current job*?



48. Hearing Sensitivity

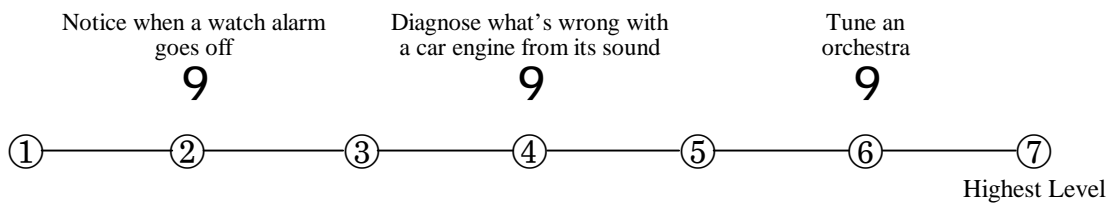
The ability to detect or tell the differences between sounds that vary in pitch and loudness.

A. How important is HEARING SENSITIVITY to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

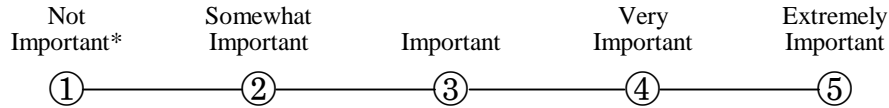
A. What level of HEARING SENSITIVITY is needed to perform *your current job*?



49. Auditory Attention

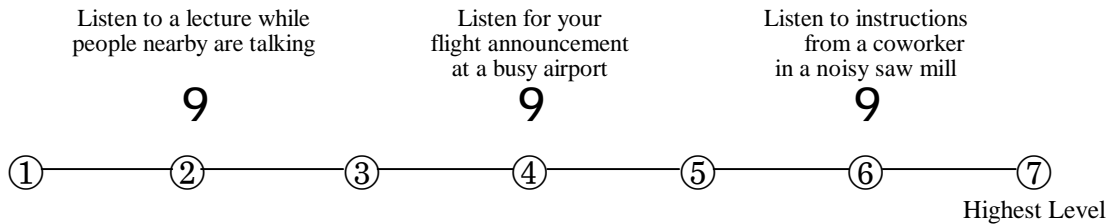
The ability to focus on a single source of sound in the presence of other distracting sounds.

A. How important is AUDITORY ATTENTION to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

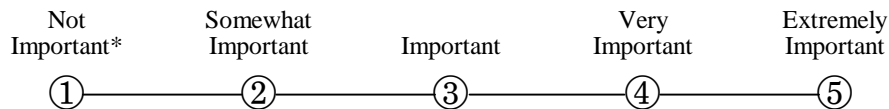
B. What level of AUDITORY ATTENTION is needed to perform *your current job*?



50. Sound Localization

The ability to tell the direction from which a sound originated.

A. How important is SOUND LOCALIZATION to the performance of *your current job*?



* If you marked Not Important, skip LEVEL below and go on to the next ability.

A. What level of SOUND LOCALIZATION is needed to perform *your current job*?

