

# *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:

<b>Arm-Hand Steadiness</b>	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 [④] 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

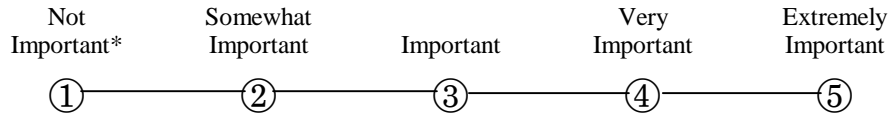
Mark your answer the same way you did for the first question.



### 3. Oral Expression

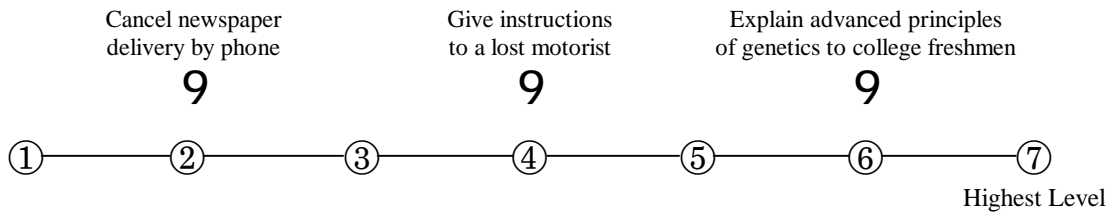
The ability to communicate information and ideas in speaking so others will understand.

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



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

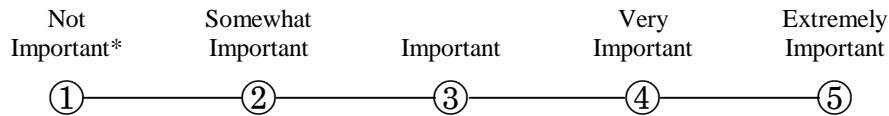
A. What level of ORAL EXPRESSION is needed to perform *your current job*?



### 4. Written Expression

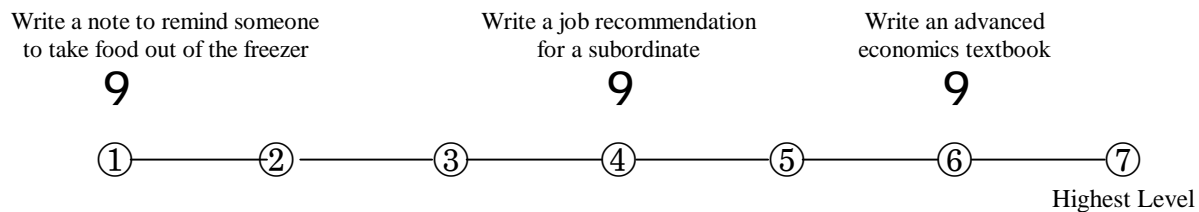
The ability to communicate information and ideas in writing so others will understand.

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



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

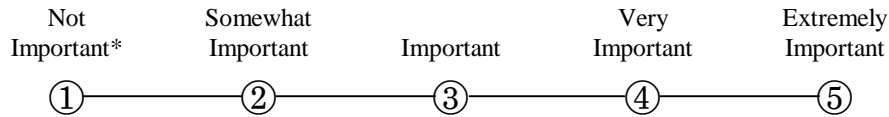
B. What level of WRITTEN EXPRESSION is needed to perform *your current job*?



## 5. Fluency of Ideas

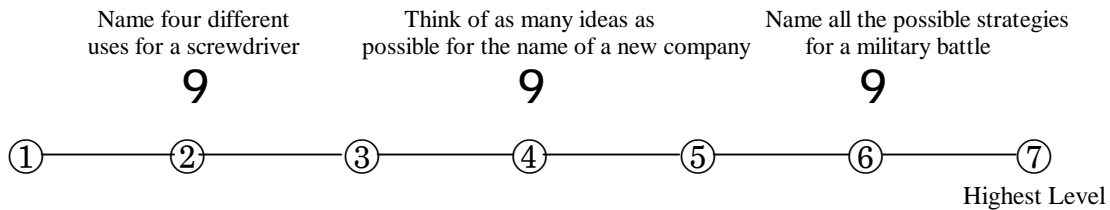
The ability to come up with a number of ideas about a topic (the *number* of ideas is important, not their quality, correctness, or creativity).

A. How important is FLUENCY OF IDEAS to the performance of *your current job*?



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

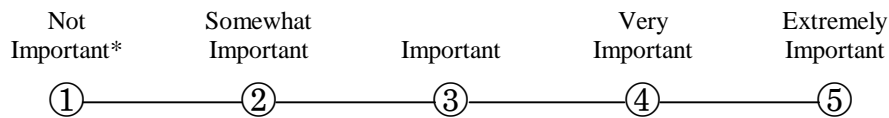
A. What level of FLUENCY OF IDEAS is needed to perform *your current job*?



## 6. Originality

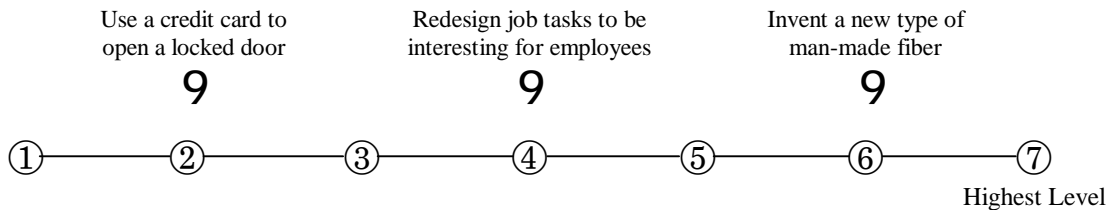
The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

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



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

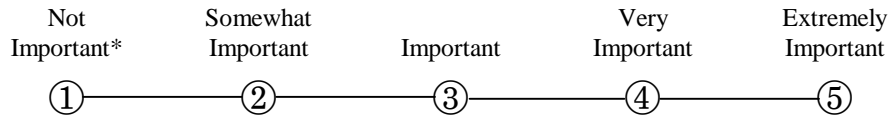
B. What level of ORIGINALITY is needed to perform *your current job*?



## 7. Problem Sensitivity

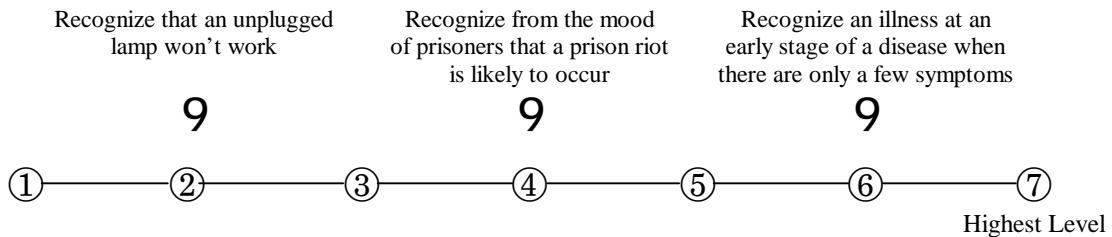
The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.

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



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

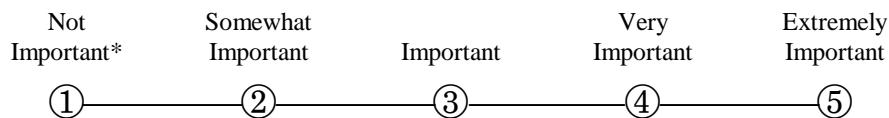
A. What **level** of PROBLEM SENSITIVITY is needed to perform *your current job*?



## 8. Deductive Reasoning

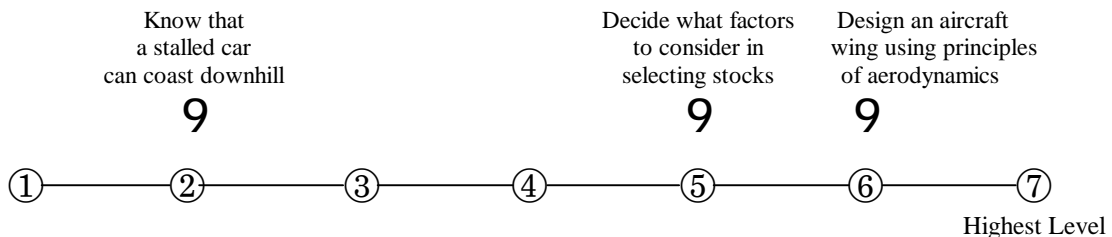
The ability to apply general rules to specific problems to produce answers that make sense.

A. How **important** is DEDUCTIVE 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 DEDUCTIVE REASONING is needed to perform *your current job*?

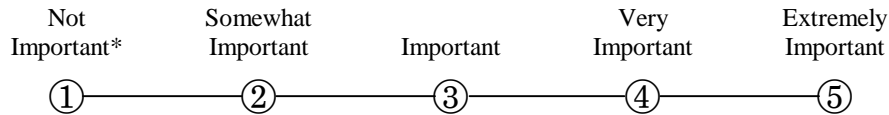




## 9. Inductive Reasoning

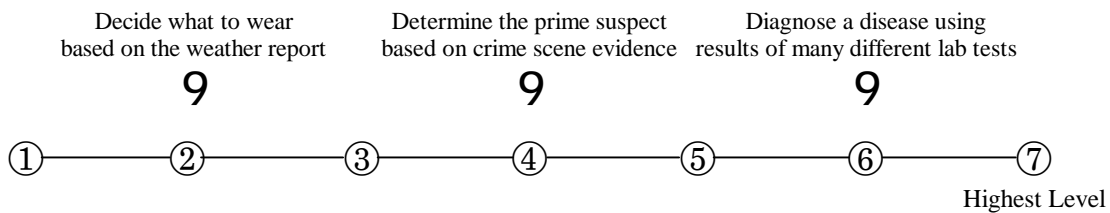
The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

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



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

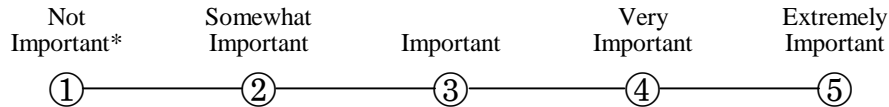
A. What **level** of **INDUCTIVE REASONING** is needed to perform *your current job*?



## 10. Information Ordering

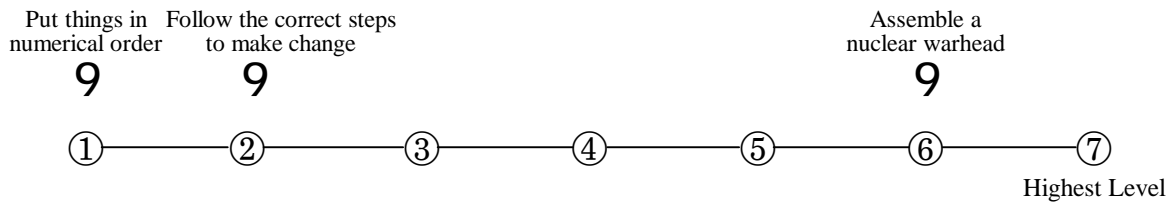
The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

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



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

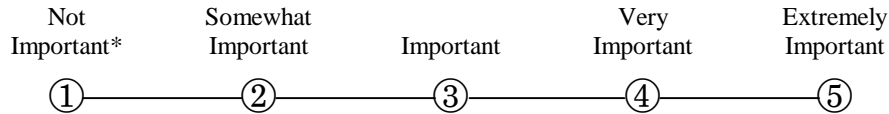
B. What **level** of **INFORMATION ORDERING** is needed to perform *your current job*?



## 11. Category Flexibility

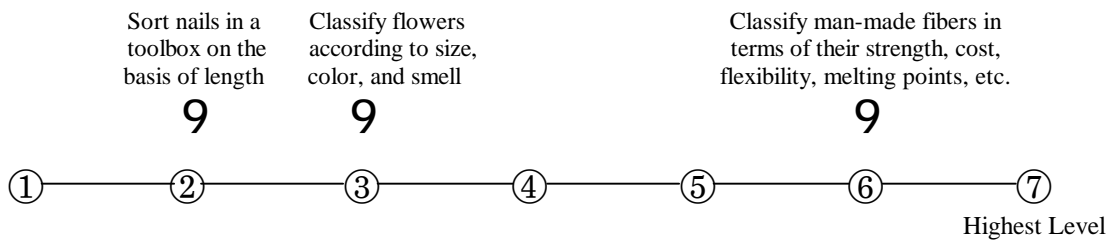
The ability to generate or use different sets of rules for combining or grouping things in different ways.

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.

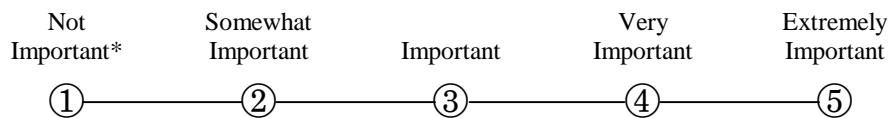
B. What level of CATEGORY FLEXIBILITY is needed to perform *your current job*?



## 12. Mathematical Reasoning

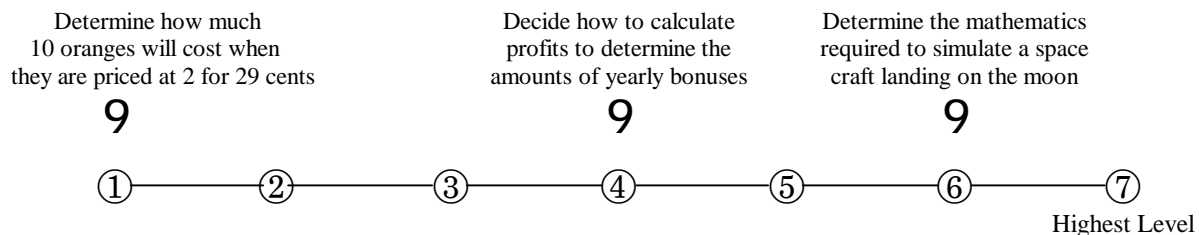
The ability to choose the right mathematical methods or formulas to solve a problem.

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.

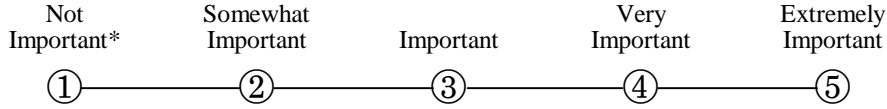
B. What level of MATHEMATICAL REASONING is needed to perform *your current job*?



### 13. Number Facility

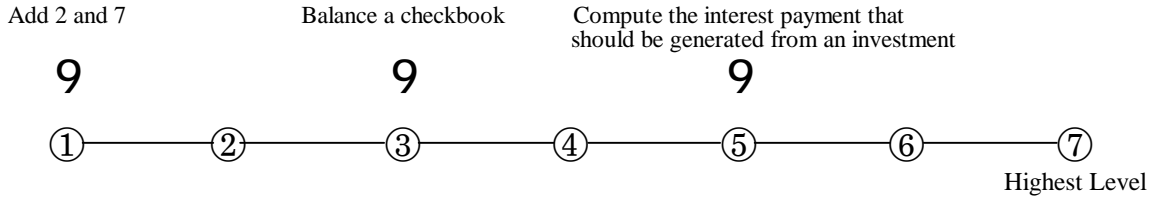
The ability to add, subtract, multiply, or divide quickly and correctly.

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.

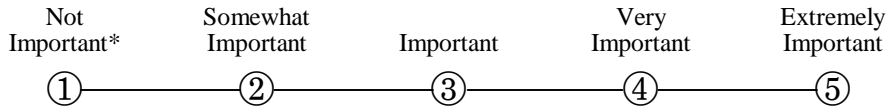
B. What level of NUMBER FACILITY is needed to perform your current job?



### 14. Memorization

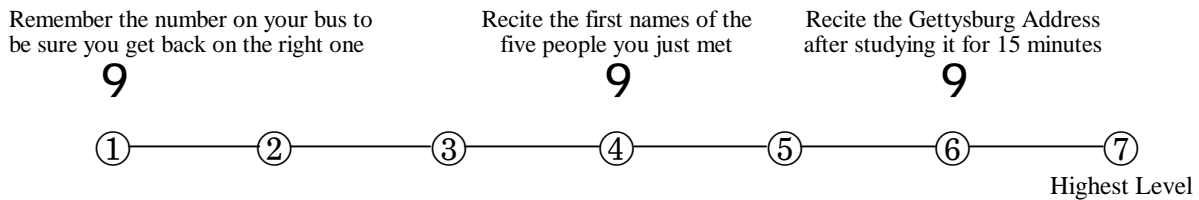
The ability to remember information such as words, numbers, pictures, and procedures.

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.

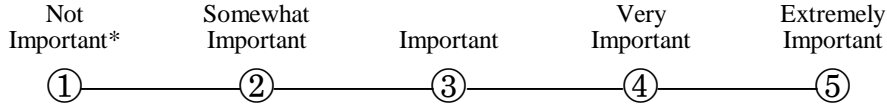
A. What level of MEMORIZATION is needed to perform your current job?



## 15. Speed of Closure

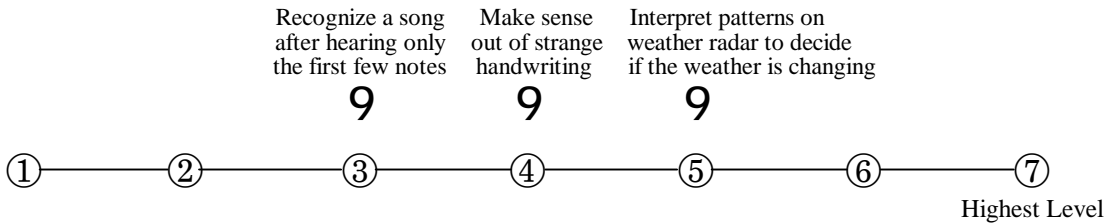
The ability to quickly make sense of, combine, and organize information into meaningful patterns.

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.

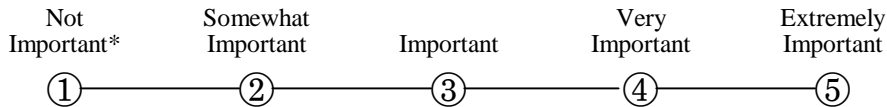
B. What level of SPEED OF CLOSURE is needed to perform *your current job*?



## 16. Flexibility of Closure

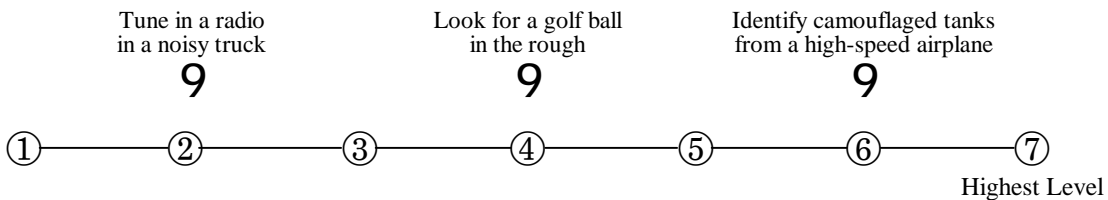
The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

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*?

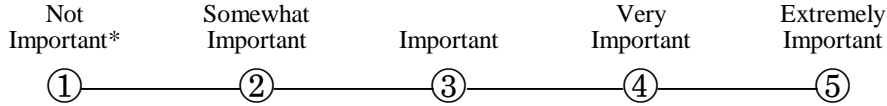




## 19. Visualization

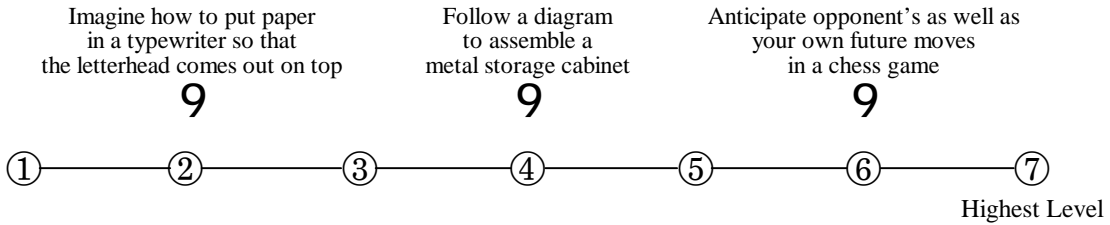
The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

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.

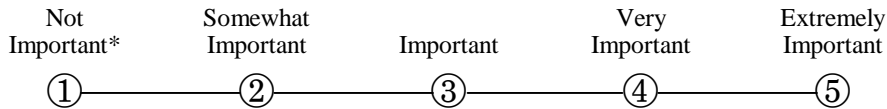
B. What level of VISUALIZATION is needed to perform *your current job*?



## 20. Selective Attention

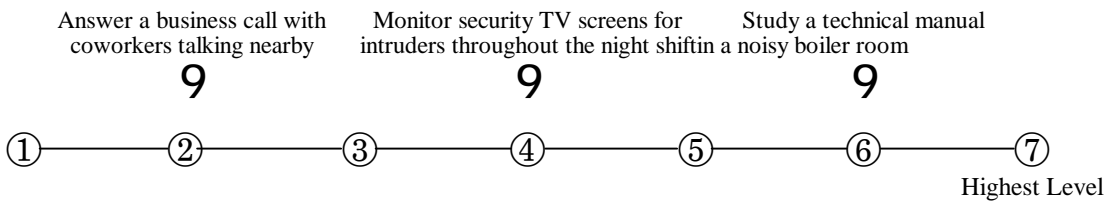
The ability to concentrate on a task over a period of time without being distracted.

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.

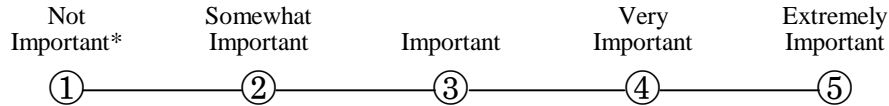
A. What level of SELECTIVE ATTENTION is needed to perform *your current job*?



## 21. Time Sharing

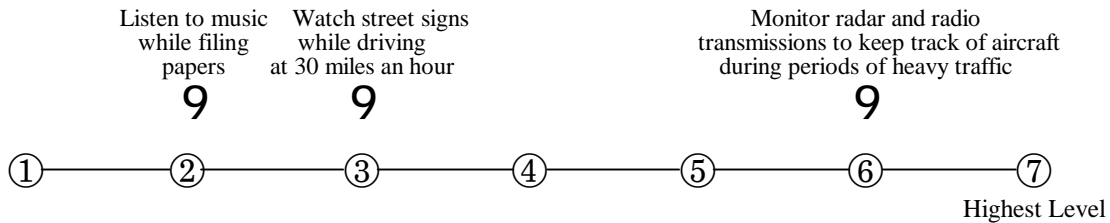
The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

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.

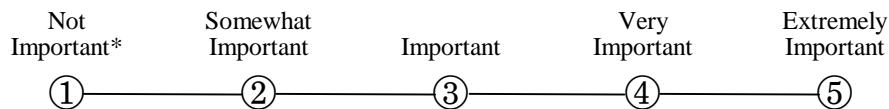
B. What level of TIME SHARING is needed to perform *your current job*?



## 22. Arm-Hand Steadiness

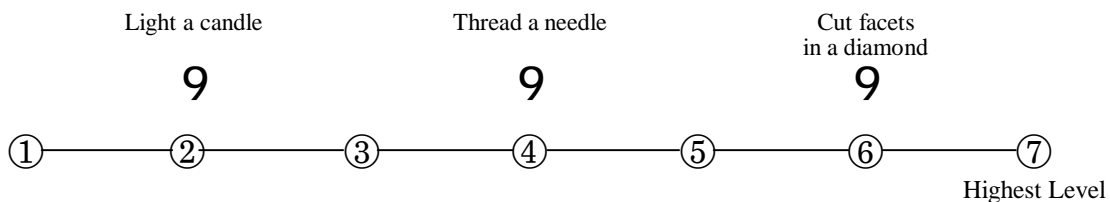
The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

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.

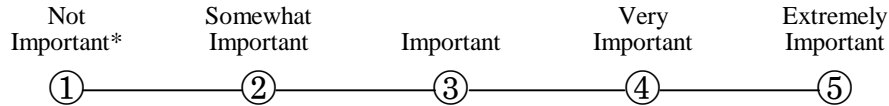
A. What level of ARM-HAND STEADINESS is needed to perform *your current job*?



## 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

①

②

③

④

⑤

⑥

⑦

Highest Level

Pack oranges in crates as quickly as possible

9

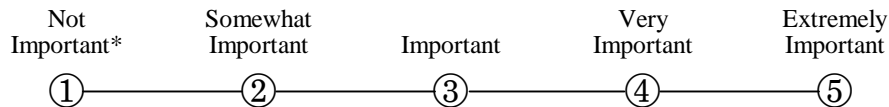
Perform open heart surgery with surgical instruments

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

①

②

③

④

⑤

⑥

⑦

Highest Level

Attach small knobs to stereo equipment on an assembly line

9

Put together the inner workings of a small wrist watch

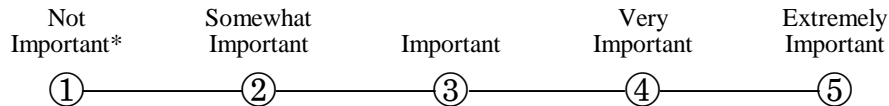
9



## 25. Control Precision

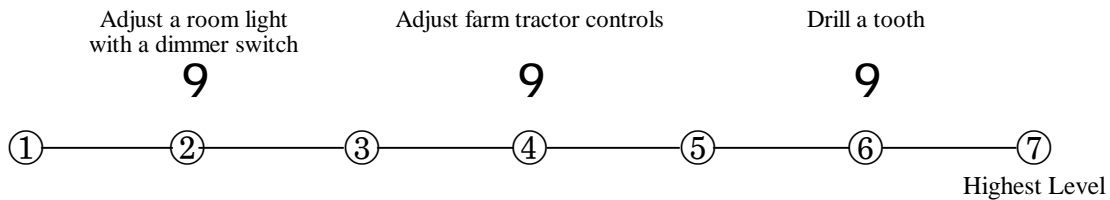
The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

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



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

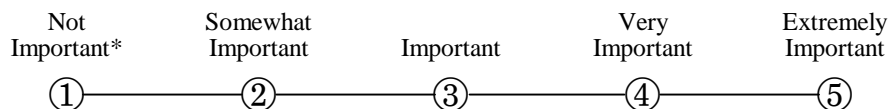
B. What level of CONTROL PRECISION is needed to perform *your current job*?



## 26. Multilimb Coordination

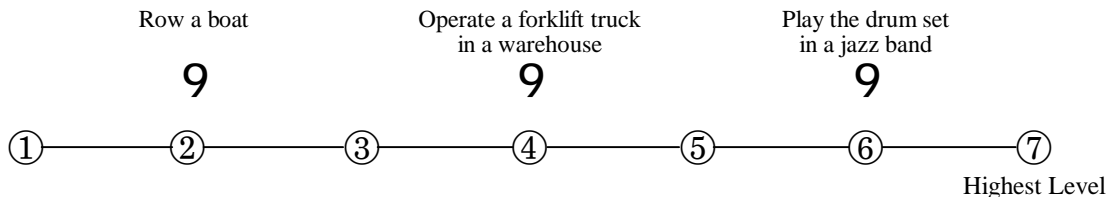
The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

A. How important is MULTILIMB COORDINATION 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 MULTILIMB COORDINATION is needed to perform *your current job*?



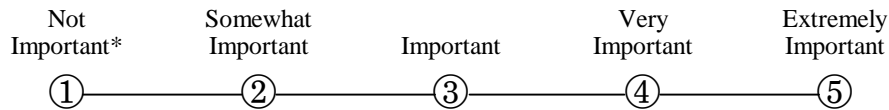




## 31. Speed of Limb Movement

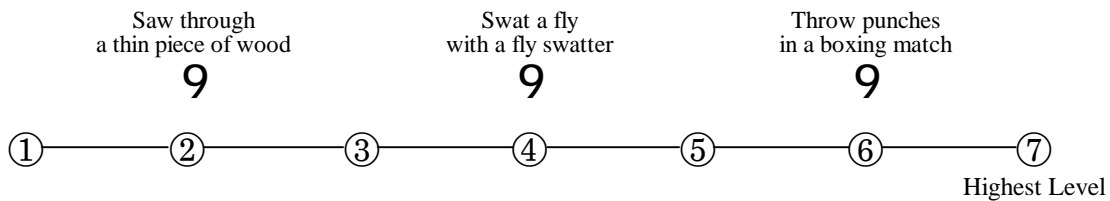
The ability to *quickly* move the arms and legs.

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



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

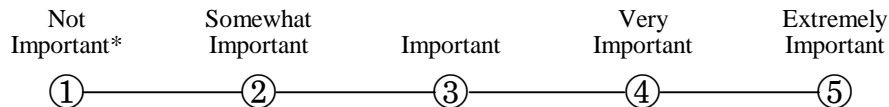
B. What level of SPEED OF LIMB MOVEMENT is needed to perform *your current job*?



## 32. Static Strength

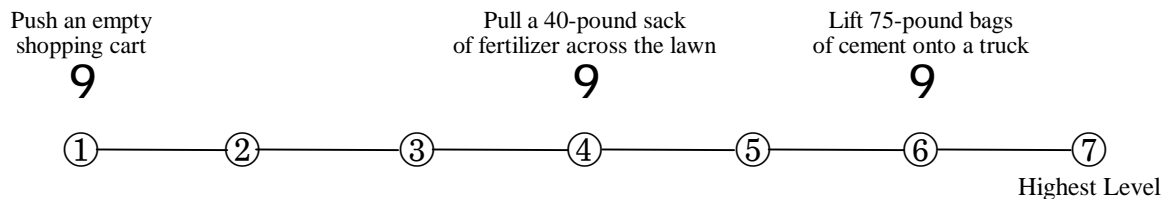
The ability to exert maximum muscle force to lift, push, pull, or carry objects.

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



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

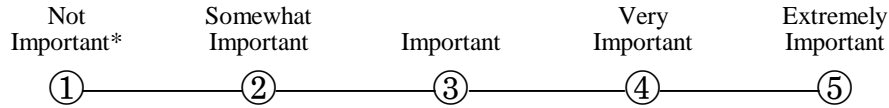
B. What level of STATIC STRENGTH is needed to perform *your current job*?



### 33. Explosive Strength

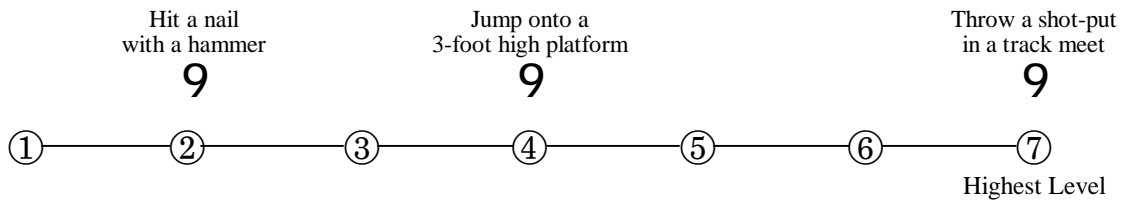
The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting) or to throw an object.

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.

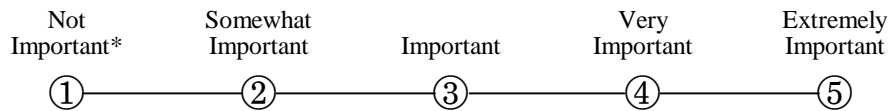
B. What level of EXPLOSIVE STRENGTH is needed to perform *your current job*?



### 34. Dynamic Strength

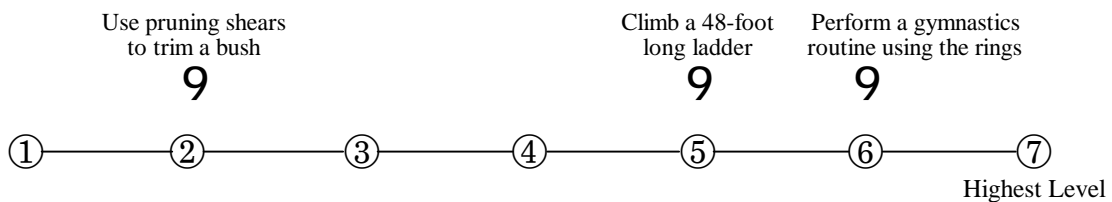
The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.

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.

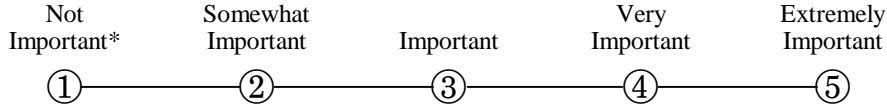
A. What level of DYNAMIC STRENGTH is needed to perform *your current job*?



## 35. Trunk Strength

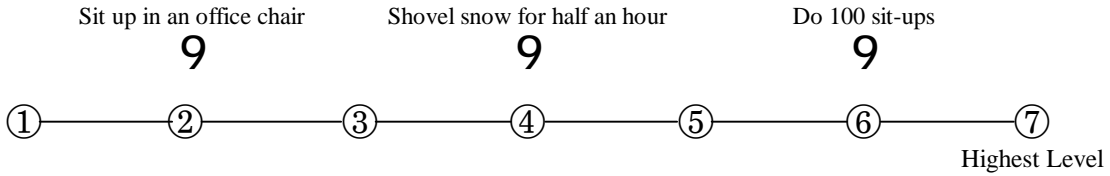
The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without “giving out” or fatiguing.

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.

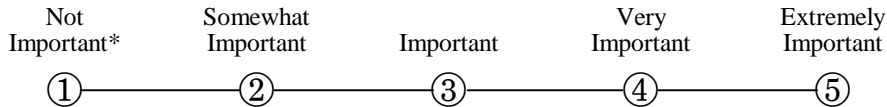
B. What **level** of **TRUNK STRENGTH** is needed to perform *your current job*?



## 36. Stamina

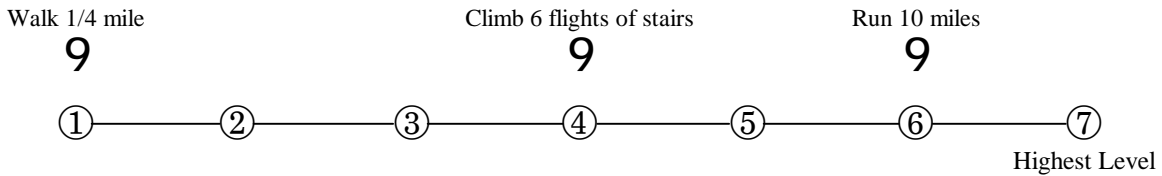
The ability to exert yourself physically over long periods of time without getting winded or out of breath.

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*?

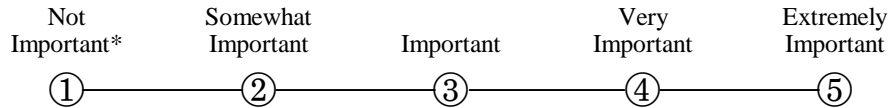




### 39. Gross Body Coordination

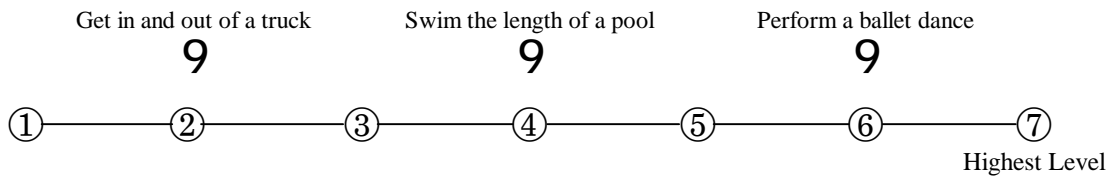
The ability to coordinate the *movement of your arms, legs, and torso together* when the whole body is in motion.

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.

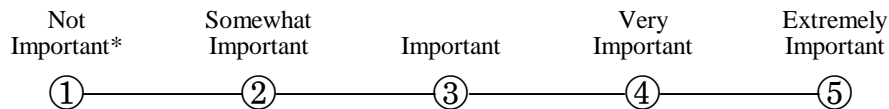
B. What level of GROSS BODY COORDINATION is needed to perform *your current job*?



### 40. Gross Body Equilibrium

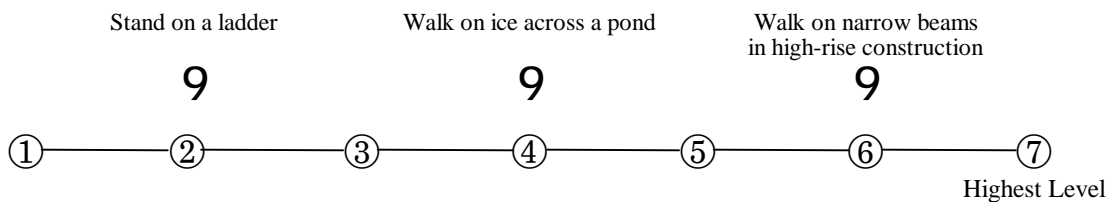
The ability to keep or regain your body balance or stay upright when in an unstable position.

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*?

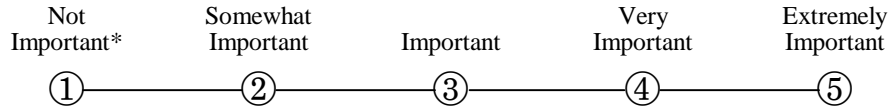




## 41. Near Vision

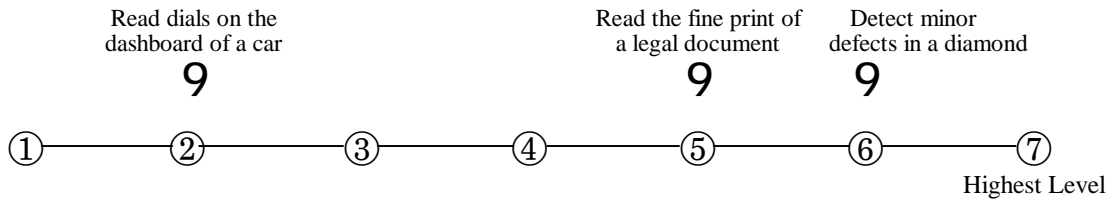
The ability to see details at close range (within a few feet of the observer).

### 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.

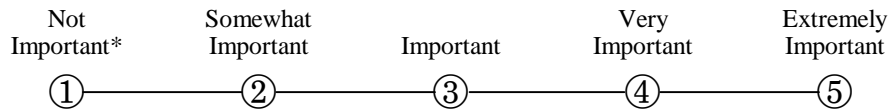
### B. What level of NEAR VISION is needed to perform *your current job*?



## 42. Far Vision

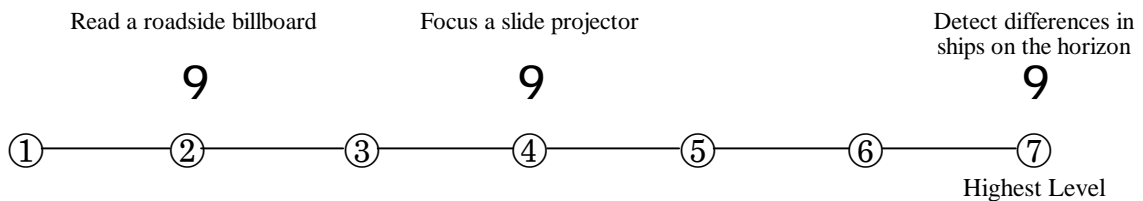
The ability to see details at a distance.

### 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.

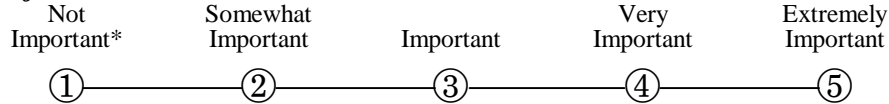
### A. What level of FAR VISION is needed to perform *your current job*?



### 43. Visual Color Discrimination

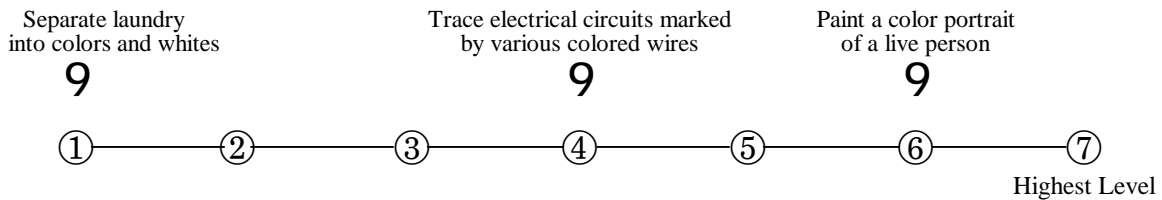
The ability to match or detect differences between colors, including shades of color and brightness.

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.

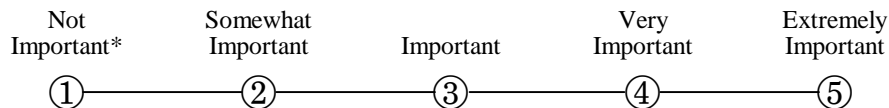
B. What **level** of VISUAL COLOR DISCRIMINATION is needed to perform *your current job*?



### 44. Night Vision

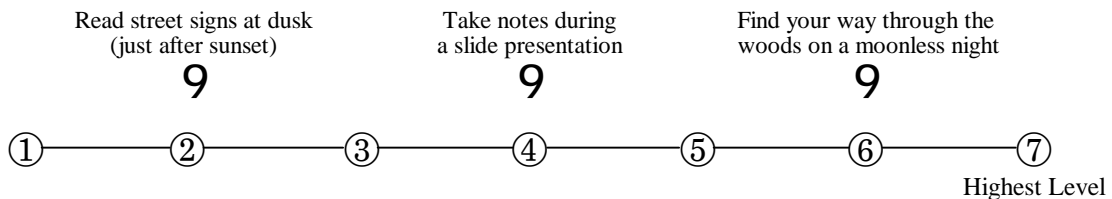
The ability to see under low-light conditions.

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.

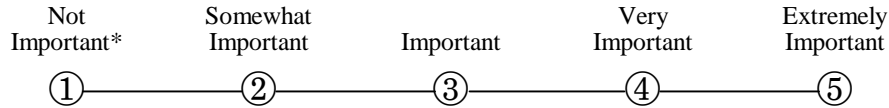
A. What **level** of NIGHT VISION is needed to perform *your current job*?



## 45. Peripheral Vision

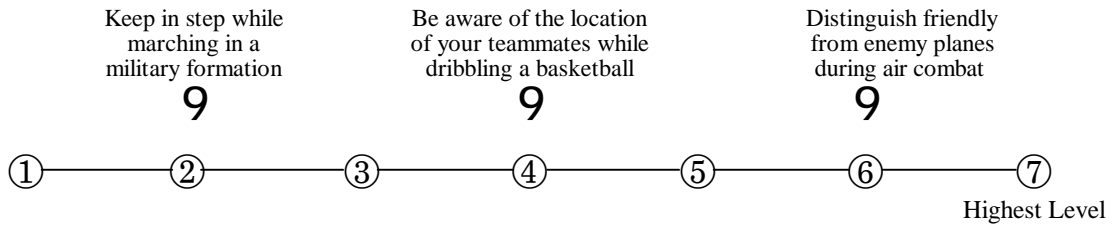
The ability to see objects or movement of objects to one's side when the eyes are looking ahead.

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



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

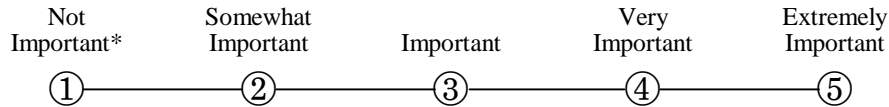
B. What level of PERIPHERAL VISION is needed to perform *your current job*?



## 46. Depth Perception

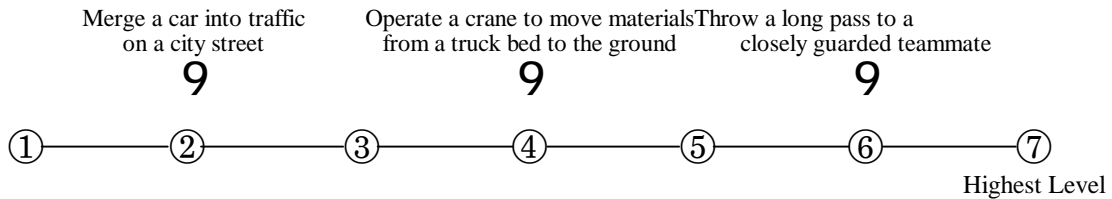
The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.

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



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

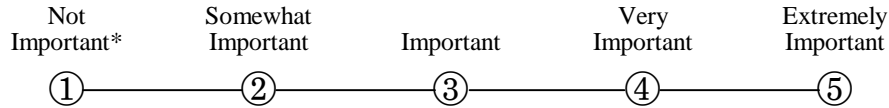
A. What level of DEPTH PERCEPTION is needed to perform *your current job*?



## 47. Glare Sensitivity

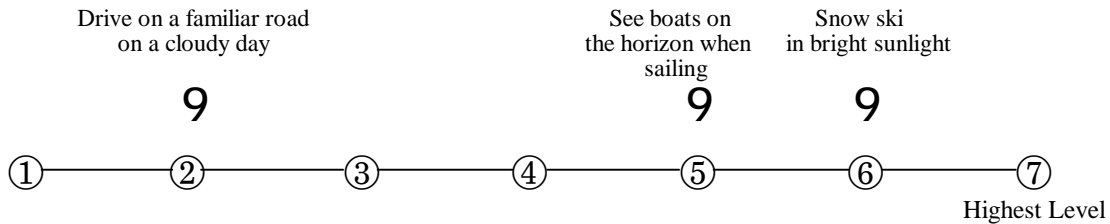
The ability to see objects in the presence of a glare or bright lighting.

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.

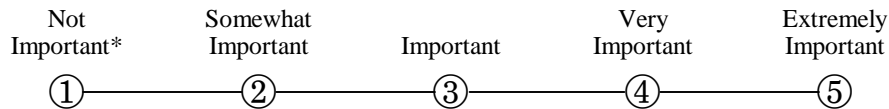
B. What level of GLARE SENSITIVITY is needed to perform *your current job*?



## 48. Hearing Sensitivity

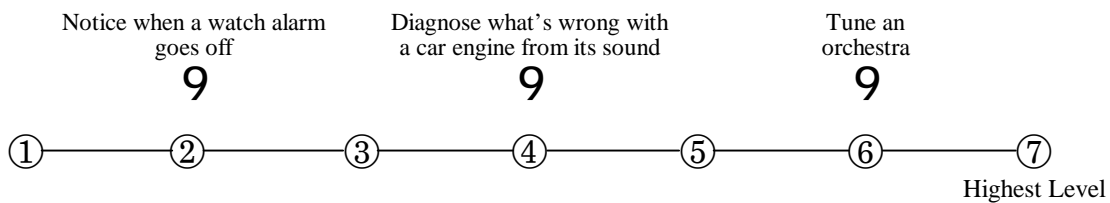
The ability to detect or tell the differences between sounds that vary in pitch and loudness.

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.

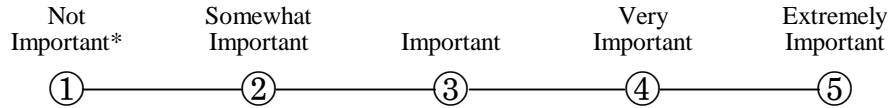
A. What level of HEARING SENSITIVITY is needed to perform *your current job*?



## 49. Auditory Attention

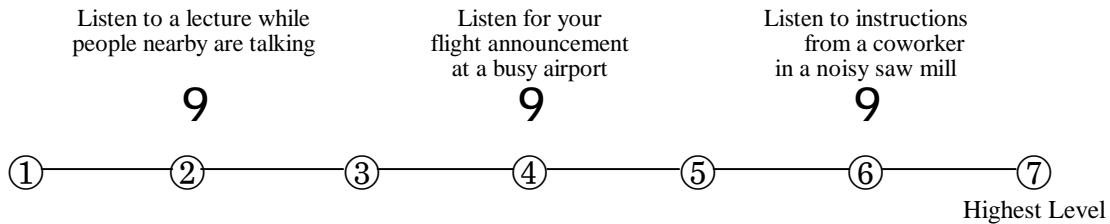
The ability to focus on a single source of sound in the presence of other distracting sounds.

### 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.

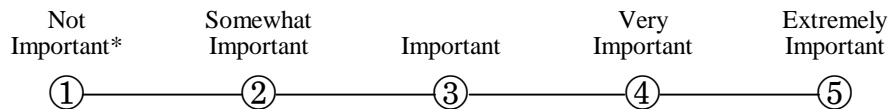
### B. What level of AUDITORY ATTENTION is needed to perform *your current job*?



## 50. Sound Localization

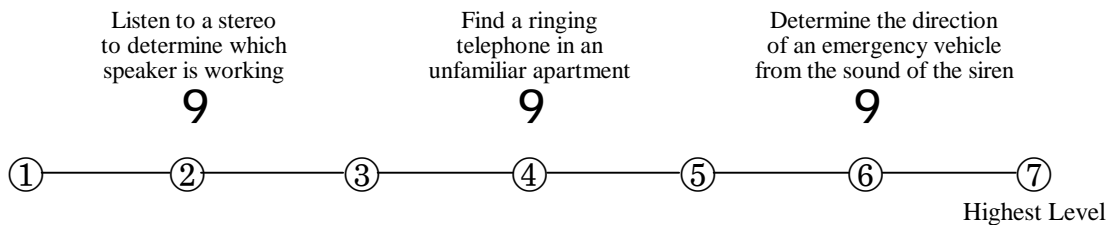
The ability to tell the direction from which a sound originated.

### 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.

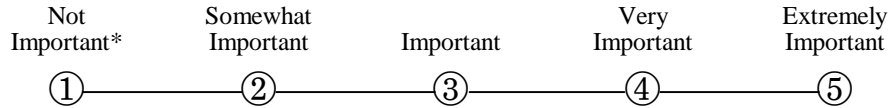
### A. What level of SOUND LOCALIZATION is needed to perform *your current job*?



## 51. Speech Recognition

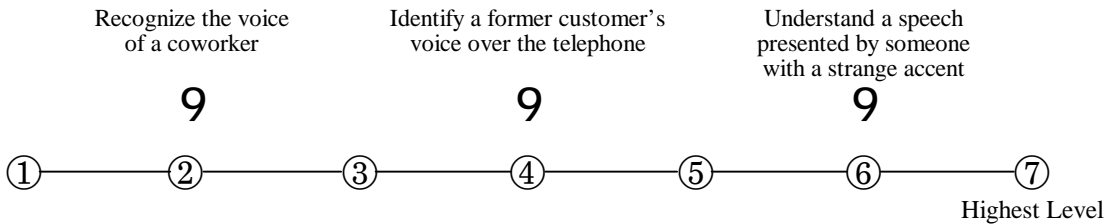
The ability to identify and understand the speech of another person.

### A. How important is SPEECH RECOGNITION to the performance of *your current job*?



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

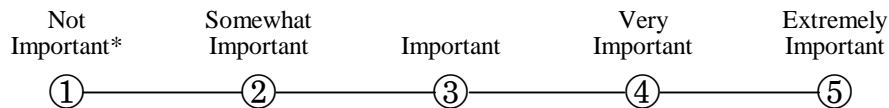
### B. What level of SPEECH RECOGNITION is needed to perform *your current job*?



## 52. Speech Clarity

The ability to speak clearly so others can understand you.

### A. How important is SPEECH CLARITY 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 SPEECH CLARITY is needed to perform *your current job*?

