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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **U.S. Department of Labor**  **Bureau of Labor Statistics** | **Occupational Requirements Survey** | dol_seal_bw |   **Private Industry**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  | | --- | | The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. | | |  | | --- | | ***This report is authorized by law, 31 United States Code §§ 1535/FAR 17.5 of the Economy Act. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate and timely.*** | | |  | | --- | | O.M.B. No.: 1220-0189  Expires: 8/31/2018 | | | We estimate that it will take an average of 15 minutes to complete this form, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding this estimate or any other aspect of this survey including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Office of Compensation and Working Conditions (1220-0189), 2 Massachusetts Avenue N.E., Washington, D.C. 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number. | | |   **Occupational Requirements Survey – Revised Cognitive Elements Test Recording Form** |

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| --- | --- | --- | --- | --- | --- |
| **ORS Schedule # «Sched»** | | | **IDC Schedule # (ECI overlaps) «ncs\_sched»** | | |
| **Sample Information** | | | | | |
| **Sampled Region**  **«Sample\_region»** | **Sampled Employment**  **«Sample\_employment»** | | **Sampled Ownership**  **«Sample\_ownership»** | | **Sampled NAICS**  **«Sample\_NAICS»** |
| **Collection Information** | | | | | |
| **Collection Region**  **«Collection\_region»** | **Reported Employment**  **«reported\_employment»** | | **Collected Ownership**  **«collected\_ownership»** | | **Collected NAICS**  **«collected\_NAICS»** |
| **ORS FE**  **«fe\_first\_name» «fe\_last\_name»** | | | **NCS FE (ECI overlaps)**  **«idc\_first\_name» «idc\_last\_name»** | | |
| **Company Information** | | | | | |
| **Company Name**  **«company\_name»** | | | | | |
| **Secondary Name**  **«secondary\_name»** | | | | | |
| **Street Address**  **«street\_address»** | | | | | |
| **City**  **«city»** | | **State**  **«state»** | | **ZIP**  **«zip»** | |
| **Respondent Information** | | | | | |
| **Respondent Name**  **«respondent\_pre» «respondent\_pre» «respondent\_pre»** | | | | | |
| **Respondent Title**  **“respondent\_title”** | | | | | |
| **Respondent Phone**  **“respondent\_phone”** | | | | | |
| **Notes:** | | | | | |

|  |  |
| --- | --- |
| **First Sampled Job** | |
| **Job Title**  **«job\_title\_1»** | **Quote # «Hit\_number»** |
| **SOC «soc\_code»** |
| **«Full\_part\_time»/«Time\_incentive»/«Union\_nonunion»** | **Employment «Occ\_employment»** |
| **Description: «job\_description»** | |
| **Notes:** | |
| **Second Sampled Job** | |
| **Job Title**  **«job\_title\_2»** | **Quote # «Hit\_number»** |
| **SOC «soc\_code»** |
| **«Full\_part\_time»/«Time\_incentive»/«Union\_nonunion»** | **Employment «Occ\_employment»** |
| **Description: «job\_description»** | |
| **Notes:** | |

|  |  |  |
| --- | --- | --- |
| **Work Review** | **“job\_title\_1»** | **“job\_title\_2»** |
| **How frequently is work checked in the occupation?** | | |
| 1. **More than once per day** |  |  |
| 1. **Once per day** |  |  |
| 1. **At least once per week, but less than daily** |  |  |
| 1. **Less than weekly** |  |  |
| **Are supervisors generally present in the same work area as workers?** | **Yes No** | **Yes No** |
| **Control of Work Pace, Workflow & Pause Control** | **“job\_title\_1»** | **“job\_title\_2»** |
| **Which of the following most determines the pace of work? (Select one)** | | |
| 1. **Machinery, equipment, or software controls pace** |  |  |
| 1. **Numerical performance targets or quotas enforced by company determine pace** |  |  |
| 1. **Other persons determine pace (e.g., co-workers, supervisors, customers, members of public)** |  |  |
| 1. **Other external source (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
| 1. **Self-paced by worker within general performance guidelines** |  |  |
| **How would you describe the work flow for this job? Would you say that it …** | | |
| 1. **Has few (if any) slack periods** |  |  |
| 1. **Has few (if any) rush periods (or large build-ups of work)** |  |  |
| 1. **Varies, with fluctuations or rush periods (or large build-ups of work) and slow periods on a daily or weekly basis** |  |  |
| **Can workers step away from their work area easily outside of scheduled breaks? (e.g., short bathroom breaks)?** | **Yes No** | **Yes No** |
| **Problem Solving** | **“job\_title\_1»** | **“job\_title\_2»** |
| **The next question is about “problem solving” tasks that the worker does in his/her job. Think of “problem solving” as what happens when workers are faced with a new or difficult situation which requires them to think for a while about what to do next. How often is the worker responsible for solving problems that take more than 5 minutes to find a good solution?** | | |
| 1. **More than once per day** |  |  |
| 1. **Once per day** |  |  |
| 1. **At least once per week, but not every day** |  |  |
| 1. **Less than weekly, but at least once per month** |  |  |
| 1. **Less than monthly, including never** |  |  |
| **Personal Contacts** | **“job\_title\_1»** | **“job\_title\_2»** |
| **How often does this occupation require verbal, work-related interactions?** | | |
| 1. **Constantly, every few minutes** |  |  |
| 1. **More than once per hour, but not constantly** |  |  |
| 1. **More than once per day, but not more than once per hour** |  |  |
| 1. **No more than once per day, including never** |  |  |
| **What level of “people skills” does this job require?** | | |
| 1. **Minimal/basic** |  |  |
| 1. **More than basic** |  |  |
| **Checklist** | **“job\_title\_1»** | **“job\_title\_2»** |
| **Are workers in this occupation…** | | |
| 1. **Required to work with the general public?** | **Yes No** | **Yes No** |
| 1. **Required to work around crowds?** | **Yes No** | **Yes No** |
| 1. **Required to supervise others as part of job?** | **Yes No** | **Yes No** |
| 1. **Permitted to work from home or telework?** | **Yes No** | **Yes No** |
| 1. **Required to work outside?** | **Yes No** | **Yes No** |