

U.S. Department of Labor Bureau of Labor Statistics

Occupational Requirements Survey



State and local government

The BLS publishes statistical tabulations from this survey that may reveal the information reported by individual State and local governments. Upon your request, however, the BLS will hold the information provided on this survey form in confidence.

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

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?		
A. More than once per day	<input type="checkbox"/>	<input type="checkbox"/>
B. Once per day	<input type="checkbox"/>	<input type="checkbox"/>
C. At least once per week, but less than daily	<input type="checkbox"/>	<input type="checkbox"/>
D. Less than weekly	<input type="checkbox"/>	<input type="checkbox"/>
Are supervisors generally present in the same work area as workers?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Control of Work Pace, Workflow & Pause Control	“job_title_1»	“job_title_2»
Which of the following <u>most</u> determines the pace of work? (Select one)		
A. Machinery, equipment, or software controls pace	<input type="checkbox"/>	<input type="checkbox"/>
B. Numerical performance targets or quotas enforced by company	<input type="checkbox"/>	<input type="checkbox"/>
C. Other persons determine pace (e.g., co-workers, supervisors, customers, members of public)	<input type="checkbox"/>	<input type="checkbox"/>
D. Other external source (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
E. Self-paced by worker within general performance guidelines	<input type="checkbox"/>	<input type="checkbox"/>
How would you describe the work flow for this job? Would you say that it ...		
A. Has few (if any) slack periods	<input type="checkbox"/>	<input type="checkbox"/>
B. Has few (if any) rush periods (or large build-ups of work)	<input type="checkbox"/>	<input type="checkbox"/>
C. Varies, with fluctuations or rush periods (or large build-ups of work) and slow periods <u>on a daily or weekly basis</u>	<input type="checkbox"/>	<input type="checkbox"/>
Can workers step away from their work area easily outside of scheduled breaks? (e.g., short bathroom breaks)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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?		
A. More than once per day	<input type="checkbox"/>	<input type="checkbox"/>
B. Once per day	<input type="checkbox"/>	<input type="checkbox"/>
C. At least once per week, but not every day	<input type="checkbox"/>	<input type="checkbox"/>
D. Less than weekly, but at least once per month	<input type="checkbox"/>	<input type="checkbox"/>
E. Less than monthly, including never	<input type="checkbox"/>	<input type="checkbox"/>
Personal Contacts	“job_title_1»	“job_title_2»
How often does this occupation require verbal, work-related interactions?		
A. Constantly, every few minutes	<input type="checkbox"/>	<input type="checkbox"/>
B. More than once per hour, but not constantly	<input type="checkbox"/>	<input type="checkbox"/>
C. More than once per day, but not more than once per hour	<input type="checkbox"/>	<input type="checkbox"/>
D. No more than once per day, including never	<input type="checkbox"/>	<input type="checkbox"/>
What level of “people skills” does this job require?		
A. Minimal/basic	<input type="checkbox"/>	<input type="checkbox"/>
B. More than basic	<input type="checkbox"/>	<input type="checkbox"/>
Checklist	“job_title_1»	“job_title_2»
Are workers in this occupation...		
1. Required to <u>work with the general public</u> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Required to <u>work around crowds</u> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Required to <u>supervise others as part of job</u> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Permitted to <u>work from home or telework</u> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

5. Required to work outside?

Yes No

Yes No