

**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. #1220-0189  
Expires 8/31/2018

We estimate that it will take an average of 85 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 – Job Observation Test Recording Form**

<b>Schedule Number:</b>	
<b>Interview Start Time:</b>	<b>Interview End Time:</b>

	Selected Occupations	Occ. Emp.	FT/PT	U/N	T/I	SOC
1						
2						

**PRINT ADDITIONAL COPIES OF PAGES 2-3, AS NEEDED.**

<b>Exertion</b>	
<b>Sit/Stand/Walk</b>	
Standing and Walking	
Sitting	
Sitting vs. Standing at Will	Y/N
<b>Lifting/Carrying</b>	
Most weight ever	
2/3 of the time or more	
1/3 up to 2/3 of the time	
2% up to to 1/3 of the time	
Seldom (up to 2%)	
<b>Pushing/Pulling</b>	
Hands/Arms	One/Bot
Feet/Legs	One/Bot
Feet Only	One/Bot
<b>Reaching/Manipulation</b>	
Overhead Reaching	One/Bot
At/Below Shoulder Reaching	One/Bot
Gross Manipulation	One/Bot
Fine Manipulation	One/Bot
Foot/Leg controls	One/Bot
<b>Keyboarding</b>	
Traditional	
10-Key	
Touch	
Other ( <i>document</i> )	
<b>Postural</b>	
Stooping	
Kneeling	
Crouching	
Crawling	
<b>Climbing Ramps or Stairs</b>	
Structure only (non-work related)	Y/N
Work-related climbing	
Climbing Ladders, Ropes, or Scaffold	
<b>Auditory/Vision</b>	
Communicating Verbally	

<b>Environmental Conditions</b>	
Wetness (non-weather related)	

**Cognitive Elements**

**Decision-making**

What is the highest level of independent judgment a worker is expected to use to perform the tasks of this occupation?

- Employee uses independent judgment to select from a limited number of predetermined actions.
- Employee uses independent judgment to determine the most appropriate course of action in situations that do not have set responses.
- Employee uses independent judgment to make decisions by choosing from a large number of possibilities in situations where a high degree of uncertainty or complexity may exist.

**Pace**

Are there faster and slower periods of work?

- Yes
- No

What is the fastest pace performed?

- Rapid with no periods of waiting.
- Steady with rare periods of waiting.
- Unhurried with much time spent observing or waiting, rushed periods rarely or never occur.

**Personal Contacts**

**Regular Contacts:** People with whom there **is** an established working relationship.  
**Other Contacts:** People with whom there **is no** established working relationship.

Select **ONLY one (A, B, C, D)** for each contact type:

<i>How often does this occupation require verbal interaction (work related) with:</i>	<b>Regular Contacts</b>	<b>Other Contacts</b>
(A) Constantly, every few minutes. (B) More than once per hour, but not constantly. (C) More than once per day, but not more than once per hour. (D) No more than once per day; includes never.		

Select **ONLY one (A, B, C, D, E)** for each contact type:

<i>What type of work-related interactions does this occupation have with:</i>	<b>Regular Contacts</b>	<b>Other Contacts</b>
(A) Exchanging straightforward, factual information. (B) Coordinating work with others; solving recurring problems with cooperative parties. (C) Some gentle persuading or soft-selling; discussing. (D) Influencing; hard-selling; asserting control in situations. (E) Resolving controversial or long-range issues; defending; negotiating.		