

RESPONDENT REFERENCE GUIDE

OVERVIEW

We will capture durations for some physical demands and environmental conditions based on the ranges below:

Duration	Overall range	8 Hour day	40 Hour week
Seldom	Up to 2%	Less than 10 minutes	Less than 45 minutes
Occasionally	2% up to 1/3	10 minutes up to 2 1/2 hours	45 minutes up to 13 hours
Frequently	1/3 up to 2/3	2 1/2 hours up to 5 1/2 hours	13 hours up to 3 1/2 days
Constantly	2/3 or more	5 1/2 hours or more	3 1/2 days or more

JOB INFORMATION & REQUIREMENTS

For each of the jobs we will be talking about today, we will need the following information:

- The number of full time and part time employees in the job
- The typical or average work schedule for full time and part time workers
 - For example – full time: 8 hours a day, 40 hours a week; part time: 4 hours a day, 20 hours a week
- Any educational requirements for the job – high school diploma, college degree, etc.
- Any other special training required to get the job – certificates, licenses, vocational training, etc.
- Any related professional work experience needed to get hired for the job

JOB FUNCTION AND TASKS

We will also be asking about what the job does in a typical day:

- What are the most important things this job does for your organization?
- What is the purpose of this job?
- What do workers in this job do in a regular day?

SUPERVISORY INFORMATION

We will talk about if the job is a supervisor and how it is supervised:

- Does this job supervise anyone?
- Is their supervisor in the area where they typically work?
- How does their supervisor check the quality of their work?

MENTAL DEMANDS

During this part of the interview we'll talk about the mental demands of the occupations such as:

- How fast work is performed?
- How difficult the work is?
- How closely the job is supervised?

PHYSICAL DEMANDS

We will also be asking about key physical requirements for the job, including:

Pushing/Pulling

Are they pushing or pulling anything that requires a significant amount of force?



Reaching/Manipulation

Do any of their tasks require gross manipulation*?

*Seizing, holding, grasping, turning, or otherwise working with the hand(s).



Do any of their tasks require fine manipulation*?

* Touching, picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm, as in gross manipulation.



Postural

Do any of their tasks requires them to use low postures such as: Stooping, crouching, kneeling, or crawling?



ENVIRONMENTAL CONDITIONS

We will ask if any of the following conditions are encountered while performing the job:

- Outdoors
- Extreme Heat*
- Extreme Cold*
- Wetness
- Humidity
- Heavy Vibration
- Hazardous Contaminants*
- Moving Mechanical Parts*

*Is personal protective equipment (PPE) used, such as ear plugs, hearing protection, safety harnesses, etc.?