

# RESPONDENT REFERENCE GUIDE

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## 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
<b>Seldom</b>	Up to 2%	Less than 10 minutes	Less than 45 minutes
<b>Occasionally</b>	2% up to 1/3	10 minutes up to 2 1/2 hours	45 minutes up to 13 hours
<b>Frequently</b>	1/3 up to 2/3	2 1/2 hours up to 5 1/2 hours	13 hours up to 3 1/2 days
<b>Constantly</b>	2/3 or more	5 1/2 hours or more	3 1/2 days or more

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## 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

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## 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?

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## 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?

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## 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?

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## PHYSICAL DEMANDS

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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?



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## ENVIRONMENTAL CONDITIONS

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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.?