

Confused??

Use your

WJQ Custom

HELPFUL HINTS



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Part II: Job Questionnaire Guide

The Helpful Hints Guide provides you with assistance in selecting the best answers in the Job Questionnaire and includes:

- A. Description of the different Question and Answer formats.
- B. Comments or examples for the following subfactors:
 - E.1 Level of Independence
 - E.3 Direction Exercised
 - E. 5

2. DURATION OF ACTIVITY AND FREQUENCY OF ACTIVITY QUESTION FORMAT

This question format evaluates areas of concentrated effort required to perform the work of the position and the normal working conditions related to the work being performed. It measures the various types of concentrated effort by duration and/or frequency.

Response Table 1: **(Duration of Activity)**

- Asks you to report concentrated time periods of attention required on a regular basis.

Response Table 2: **(Frequency of Activity)**

- Activities cannot be continuous if there are frequent interruptions experienced.
- Activities may occur frequently, but last a short period of time (i.e. less than one hour).
- If there are continuous interruptions the duration of concentrated effort would not be continuous.

For an audiovisual assistant position required to daily test the sound system in a theatre:

The duration of the auditory activity would be:	B	Less than one hour at a time
The frequency of the auditory activity would be:	C	Frequent

For an audiovisual assistant position required to mix sound for a long video production:

The duration of the auditory activity would be:	D	More than two hours at a time
The frequency of the auditory activity would be:	B	Occasional

For a receptionist position answering the phone in addition to performing a variety of other duties:

The duration of the auditory activity would be:	B	Less than one hour at a time
The frequency of the auditory activity would be:	C	Frequent

For a switchboard operator position answering call after call with little or no other duties:

The duration of the auditory activity would be:	D	More than two hours at a time
The frequency of the auditory activity would be:	D	Continuous

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Here are helpful hints for some of the subfactors identified in the Job Questionnaire to help you understand what the subfactors are trying to measure. The examples are not an exhaustive list of all possibilities but will assist you in determining the best level(s) to select for the position you are evaluating.

E. 1. Level of Independence

- Measures the degree to which independence can be exercised in the performance of work by a trained employee.
- **It does not** measure the type of supervision provided to the employee.

E. 3. Direction Exercised

Examples of duties at different levels:

- B. Assigns and checks work of temporary assistants and department staff.
- C. Directs the day-to-day work flow by organizing and assigning the work schedule and checks the work of a number of staff.
- D. Sets priorities, coordinates and monitors work produced through the Word Processing Facility.
- E. Guides the in-house on-line database system team to provide access of information to the department.

G. 9. Work Environment

Normal work Environment

Question 25

- Distracting noise caused from impact printers.
- Unpleasant odours caused from formaldehyde, cleaning agents, toners from printers, etc.
- Variation of temperature (hot and cold) in an office caused from heating system variations or seasonal changes.

Question 26

- Working in and out of year round temperature controlled environments that are above or below standard room temperatures.
- Operating noisy equipment such as an offset press.
- Working in a heavy machinery area.

Potential Health or Safety Hazards

Question 28

- Operating power tools.
- Operating offset presses.

Question 29

- Printer toner **is not** a toxic gas.
- Microcomputers and terminals **are not** radioactive.

Question 30

- Typing on a keyboard.
- Electronic wanding of material.

Question 32

- Biological agents and materials such as known pathogens and infectious agents (bacteria, viruses, fungi, mycoplasmas and parasites, cell lines, animal remains); organisms used in recombinant DNA and genetic manipulations.

H. 14. Administrative Skill

H. 17. Creative or Artistic Talent

H. 19. Technical Skill

Examples of duties at different levels:

Technical Maintenance/Analytical Skills

- B. Performs routine preventative maintenance and/or conducts minor installations, repairs or adjustments to equipment, tools and/or machines.
Cleans, adjusts, lubricates, reconfigures and/or installs parts to ensure equipment operation.
- C. Maintains, upgrades, and replaces high vacuum equipment.
- D. Creates modifications to adapt machines for specific uses.
Constructs and maintains a variety of optical interferometers.

Technical Methodological/Operational Skill

- B. Photocopiers, fax machines, printers, tape recording and/or playing devices, overhead projectors, slide carousels, microscopes.
- C. Operates, sets up and advises in the use of uncommon equipment such as: terminal multiplexors with or without modems; gamma radiation counter; electroencephalograph; etc.
- D. Operates the computerized gas chromatography/mass spectrometer.
Assists faculty with demonstration of Transmission and Scanning Electron Microscope.