Examine or Print PAQ/WRQ Items

Clicking **Examine or print PAQ/WRQ items** in the **Choose an evaluation method** screen below,

points to a listing of item definitions and rating scale anchor point information that can be printed one item per page (for esthetic reasons) or splitting items across pages to save paper. Once printed, it might be useful to bind the pages.

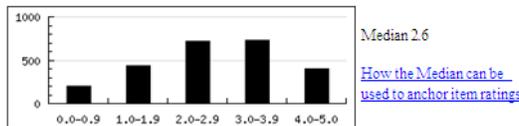**Rate Capabilities and Tolerances**

Print One Item per Page

Print Allowing Items to Split Across Pages

These are the 150 items of the WRQ questionnaire.

Item #1 - Reading words

This item indicates whether any written language symbols (alphabetical characters, letters, words, sentences, etc.) must be read on the job and, if so, the extent to which written symbols are used. The examples are self-explanatory, but note that these materials do not include items covered by Item 2 (Using numbers). Although it may seem that all jobs involve some reading, this is not always the case. Also, one should note that information must be obtained from the written materials. Simply the presence of written materials in the work environment does not justify a rating on this item. For example, a newspaper carrier handles a large amount of written material but would likely receive a low rating on this item because he or she does not read the newspapers as part of the job. Note also that the medium in which the written materials are presented is not to be considered; if words are read from a computer, the job would receive a rating on this item.

Distribution of the 2,491 jobs in the full WRQ job database:

Median 2.6

How the Median can be
used to anchor item ratings

Examples of jobs in the PAQ database that are rated at each rating scale point:

Level	Job Title
0.0 - 0.9	Pourer, Hot Metal; Hand Sander; Yarn Winder; Machine Feeder
1.0 - 1.9	Tree Trimmer; Electronics Assembler; Janitor; Sawmill Worker
2.0 - 2.9	Camera Operator; Carpenter; Telephone Operator; Truck Driver, Light
3.0 - 3.9	Information Clerk; Drafter, Mechanical; Cashier; Hospital Admitting Clerk
4.0 - 4.9	Employment Interviewer; Manager, Personnel; Librarian; Reporter; Claim Adjuster
5.0	Newspaper Editor; University Professor, English Department; Attorney

To what extent is this individual capable or tolerant of this item?

Rate this Item [____] on a scale of 0.0 (not capable or not tolerant)
to 5.0 (highly capable or highly tolerant). Instructions for Rating Items

Limit this Item [____] Definition of Item Limits Item Limits Decision Rule

In the definitions, after text that states what the item intends to measure histograms show the distribution of 0–5 ratings on Reading words across the 2,491 jobs in the master PAQ database. Recall that every job has a PAQ rating from 0-5 on each job element. With regard to **Item #1 Reading words** screen above, the height of the column in the 0.0–0.9 bin shows that approximately 200 jobs were rated between 0.0–0.9, fewer than 500 jobs between 1.0–1.9, about 750 jobs between 2.0–2.9, and so on. From visual inspection, the total number of jobs added across these intervals appears to approximate 2,500—actually 2,491, the number of jobs in the master PAQ database. Each item has its own unique distribution of PAQ ratings, so it is ***imperative*** to use its histogram to anchor the rating of a person's capability or tolerance on that item and in setting an item limit value.

The median PAQ rating for Reading words is 2.7. The median may help the occupational specialist to con-template an individual's level of capability or tolerance and whether it makes sense to choose a rating value above or

below the median. It is kind of a check point to help the rater to enter a rating or item limit value. It is not impera-tive to use the median, but the median may be helpful
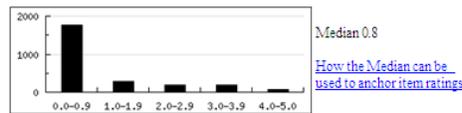
The table of rating scale levels by job titles further guides ratings and its use is ***imperative***. This table shows a selection of jobs in the database that have been rated at each level by job analysts. Jobs that are listed at the upper end of the rating scale on Item #1, such as Attorney or Claim Adjuster, obviously merit higher ratings on Reading words than jobs near the bottom of the scale, such as Tree Trimmer or Machine Feeder. A job analyst who rates a job on the PAQ compares the requirement for reading words on that job with reading requirements for other jobs in this table to arrive at an appropriate rating. An occupational specialist who rates an individual's capability or to-lerance on any item must use its histogram, may use its median, and must use its table of job titles by rating scale levels to rate capabilities and tolerances and to set item limits.

Compare the fairly symmetrical distribution of ratings in Item #1 Reading words above with the skewed dis-tribution of ratings in **Item #93, Regular hand-held power tools** below.

Item #93 - Regular hand-held power tools

This item is similar to Item 89 (Regular hand tools), but, like Item 88 (Precision tools), it refers to the use of handheld, energy-powered tools or instruments, the use of which not require great accuracy or precision. Included here are common hand tools, such as drills, sanders, and circular saws, as well as less obvious examples, such as spray guns and welding equipment. Note that while welding machines are clearly not hand-held, the torch or arc can be thought of as a hand-held tool in the work performance with the machine providing the energy source. Similarly, fire hoses and spray painting equipment may be included here.

Distribution of the 2,491 jobs in the full WRQ job database:

Median 0.8

How the Median can be used to anchor item ratings

Examples of jobs in the PAQ database that are rated at each rating scale point:

Level	Job Title
0.0 - 0.9	Most Jobs
1.0 - 1.9	Surveyor Helper; Janitor
2.0 - 2.9	Groundskeeper
3.0 - 3.9	Automobile Mechanic; Cleaner, Furniture; Fire Fighter; Construction Worker; Painter Spray
4.0 - 4.9	Sandblaster; Welder, Arc
5.0	Sander Machine

To what extent is this individual capable or tolerant of this item?

Rate this Item ☐ on a scale of 0.0 (not capable or not tolerant) to 5.0 (highly capable or highly tolerant) Instructions for Rating Items

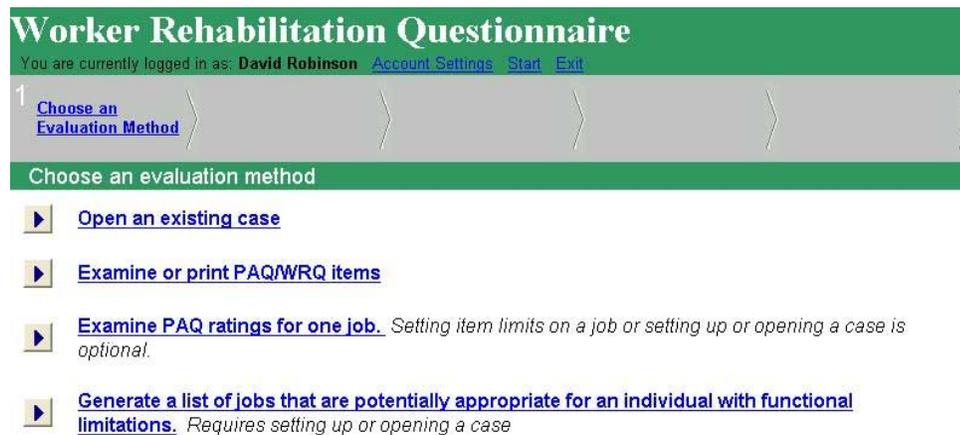Limit this Item ☐ Definition of Item Limits   Item Limits Decision Rule

It appears that roughly 1,800 of the 2,491 ratings on this item across all jobs fall into the 0.0–0.9 bin. The median of PAQ ratings on this item is 0.8. Notice how few jobs were rated in bins other than between 0.0–0.9.

Therefore, rating an individual higher than the 0.9 on this item would imply that the person had some job-related experience with regular hand-held power tools.

Suppose a Sander, Machine (the example job rated 5.0 on Item #93) lost the strength and control necessary to use hand-held power tools. The histogram indicates that most jobs do not require use of hand-held power tools. The more significant the loss of function, the lower the item limit. However, the lower the item limit, the fewer jobs will be listed in the section of the <u>report</u> that lists jobs with PAQ ratings that do not exceed item limits. For this reason, if individual can no longer use a Regular hand held power tool, it is better to set the item limit toward the 0.9 upper limit in that bin, rather than at 0.1.

In many surveys, ratings at the mid-point of the scale indicate "average." PAQ ratings on Item #1 Reading words are distributed more or less symmetrically, so on this item a midpoint rating of 2.5 approximates an average rating (the median is 2.7). However, raters need to resist the mistaken notion that the "average" rating on any WRQ item is 2.5. A rating of 2.5 on Item #1 Reading words is not far from the median. A rating of 2.5 on Item #93 Hand-held power tools is extreme, considering this item's ratings histogram.

At the bottom of the page of each item definition, the entry blanks to **Rate this Item** and to **Limit this Item** are nonfunctional when **Examine or print PAQ/WRQ items** was clicked in the **Choose an evaluation screen** below.

Clicking the 4th choice in the **Choose an evaluation** screen, **Generate a list of jobs that are potentially appropriate for an individual with functional limitation**s activates these blanks. Obviously, PAQ/WRQ item definitions can be viewed after clicking either choice.