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Federal Aviation Administration

AVIATOR ATCS Applicant Job-related Questionnaire Requirements Document (v1.1)

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AHR/ATO Barrier Analysis Implementation Team
AVIATOR Processing Improvement Sub-team

Selection Instrument Scoring Key
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RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

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16. Abstract

Documents questions to be asked and their scoring for the ATCS applicant job-related questionnaire to be incorporated into the AVIATOR application in January 2014.

Because the questions and their scoring are used for determining qualifications for employment in the ATCS (FG-2152) occupation, this document is for official use only and is exempt from public disclosure under 5 USC § 552b(s).

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RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

Biographical Assessment Items & Weights

1. How would you describe your ideal job?			
		Question Weight	Answer Weight
O	A. Ability to decide for myself what to do and how to do it	0	0
O	B. Being told what to do, but not how to do it	0	0
O	C. Being told what to do, and getting suggestions on how to do it	0	0
O	D. Being clearly told what to do and how to do it	0	0
O	E. I am not sure	0	0

2. In the past, what did you do when you were working on something and nothing seemed to go right?			
		Question Weight	Answer Weight
O	A. I took a break from working to relax and started again some time later.	0	0
O	B. I continued working, but I was frustrated and upset.	0	0
O	C. I let others know I was angry, then I began to feel better and continued working.	0	0
O	D. I took the day as it came and tried to remain upbeat.	0	0
O	E. I stopped what I was doing, figuring things would go better the next day.	0	0

3. What has been the major cause of your failures?			
		Question Weight	Answer Weight
O	A. Lack of ability	0	0
O	B. Not trying hard enough	0	0
O	C. Goals that are too difficult	0	0
O	D. Bad luck	0	0
O	E. Some other cause	0	0

4. Which of the following statements do you agree with the MOST?			
		Question Weight	Answer Weight

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

O	A. It takes a lot of luck to be an outstanding employee on most jobs.	0	0
O	B. You need connections to important people to be an outstanding employee on most jobs.	0	0
O	C. It takes time to be an outstanding employee on most jobs.	0	0
O	D. You need specific skills and abilities to be an outstanding employee on most jobs.	0	0
O	E. It takes hard work and persistence to be an outstanding employee on most jobs.	0	0
5. People who know me would say that when things go wrong, I			
		Question Weight	Answer Weight
O	A. have an extreme amount of tolerance.	0	0
O	B. get frustrated only when things go very wrong.	0	0
O	C. would benefit if I got frustrated less often.	0	0
O	D. have a good balance between getting too frustrated or staying too calm.	0	0
O	E. have no tolerance for mistakes.	0	0
6. Which of the following is your greatest strength?			
		Question Weight	Answer Weight
O	A. Ability to follow instructions	0	0
O	B. Work ethic	0	0
O	C. Practical knowledge and work experience	0	0
O	D. High quality standards	0	0
O	E. Ability to work well with others	0	0
7. I am more			
		Question Weight	Answer Weight
O	A. eager	0	0
O	B. considerate	0	0
8. More classmates would remember me as			

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

		Question Weight	Answer Weight
O	A. humble	0	0
O	B. dominant	0	0
9. Others would be most likely to describe me as a person with great			
		Question Weight	Answer Weight
O	A. drive	0	0
O	B. persistence	0	0
10. When it comes to getting work done, I am			
		Question Weight	Answer Weight
O	A. fast	0	0
O	B. accurate	0	0
11. I would rather be known as a person who is			
		Question Weight	Answer Weight
O	A. thorough	0	0
O	B. considerate	0	0
12. I would rather be known for my			
		Question Weight	Answer Weight
O	A. pleasing personality	0	0
O	B. inquiring mind	0	0
13. I often start things I do not finish.			
		Question Weight	Answer Weight
O	A. True	0	0
O	B. False	0	0
14. I would rather be known as a person who is very			
		Question Weight	Answer Weight

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

O	A. determined	0	0
O	B. respectful	0	0
15. The high school subject in which I received my lowest grades was:			
		Question Weight	Answer Weight
O	A. Science	1	15
O	B. Math	1	0
O	C. English	1	0
O	D. History/Social Sciences	1	0
O	E. Physical Education	1	0

16. Of the following, the college subject in which I received my lowest grades was:			
		Question Weight	Answer Weight
O	A. Science	1	0
O	B. Math	1	0
O	C. English	1	0
O	D. History/Political Science	1	15
O	E. Did not attend college.	1	0
17. I learned about the opportunity to apply for an Air Traffic Control Specialist (ATCS) job through:			
		Question Weight	Answer Weight
O	A. A public notice or media advertisement	1	5
O	B. A friend or relative	1	0
O	C. College recruitment	1	3
O	D. Working in some other capacity for the agency	1	3
O	E. Some other way	1	0
18. My military service was as a:			

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

		Question Weight	Answer Weight
O	A. None	0	0
O	B. Non-career enlisted	0	0
O	C. Non-career officer	0	0
O	D. Career enlisted	0	0
O	E. Career officer	0	0

19. The aspect of being an air traffic controller that appeals to me most is that:

		Question Weight	Answer Weight
O	A. My job is secure in the future	0	0
O	B. I'll be responsible for the safety of many others	0	0
O	C. I'll receive a good salary, which will grow	0	0
O	D. I'll be constantly challenged to resolve situations which arise	0	0
O	E. The work will always be interesting	0	0

20. Relative to the other high school students in my major field of study, my most demanding teacher would most likely describe my academic work as:

		Question Weight	Answer Weight
O	A. Superior	0	0
O	B. Above average	0	0
O	C. Average	0	0
O	D. Below average	0	0
O	E. Don't know	0	0

21. The number of different high school sports I participated in was:

		Question Weight	Answer Weight
O	A. 4 or more	1	5
O	B. 3	1	4
O	C. 2	1	3

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

O	D. 1	1	2
O	E. Didn't play sports	1	1
22. The high school grade I most often received was:			
		Question Weight	Answer Weight
O	A. A	1	5
O	B. B	1	4
O	C. C	1	0
O	D. D or lower	1	1
O	E. Don't remember	1	1
23. During my last year in college, my average number of hours of paid employment per week was:			
		Question Weight	Answer Weight
O	A. More than 20 hours	1	0
O	B. 10 to 20 hours	1	1
O	C. Fewer than 10 hours	1	5
O	D. None	1	1
O	E. Didn't go to college	1	3
24. The college English grade I most often received was:			
		Question Weight	Answer Weight
O	A. A	0	0
O	B. B	0	0
O	C. C	0	0
O	D. D or lower	0	0
O	E. Didn't take English or didn't go to college	0	0
25. In the three years immediately before applying to this job, the number of different full or part-time jobs I applied for was:			
		Question Weight	Answer Weight

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

O	A. None	1	0
O	B. 1 to 2	1	4
O	C. 3 to 4	1	3
O	D. 5 to 6	1	5
O	E. 7 or more	1	1
26. The number of months I was unemployed during the three years immediately before applying to this job is:			
		Question Weight	Answer Weight
O	A. 0	1	6
O	B. 1 to 2	1	10
O	C. 3 to 4	1	0
O	D. 5 to 6	1	8
O	E. 7 or more	1	4
27. Which of the following would your peers say describes your behavior in a group situation?			
		Question Weight	Answer Weight
O	A. You freely express your views, and sway the group considerably	1	1
O	B. You freely express your views, but the group does not always share them	1	3
O	C. You are reluctant to express your views, but when you do they are usually well received	1	5
O	D. You usually don't express your views	1	2
O	E. Don't know	1	0
28. Which of the following would your peers say describes your behavior in a social situation?			
		Question Weight	Answer Weight
O	A. Always at ease in a social situation	0	0
O	B. Almost always at ease in a social situation	0	0
O	C. Generally at ease in a social situation	0	0

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

O	D. Occasionally at ease in a social situation	0	0
O	E. Don't know	0	0

29. My peers would probably say that having someone criticize my performance (i.e. point out a mistake) bothers me:

		Question Weight	Answer Weight
O	A. Much less than most	1	8
O	B. Somewhat less than most	1	4
O	C. About the same as most	1	8
O	D. Somewhat more than most	1	0
O	E. Much more than most	1	10

30. The amount of formal training that I have (other than college) related directly to this job is:

		Question Weight	Answer Weight
O	A. Less than 6 months	1	1
O	B. 6 months to a year	1	4
O	C. 1 to 2 years	1	5
O	D. 3 to 4 years	1	2
O	E. 5 or more years	1	0

31. Your grade point average in high school Arithmetic

		Question Weight	Answer Weight
O	A. About A- to A+	1	5
O	B. About B- to B+	1	2
O	C. About C- to C+	1	0
O	D. Lower than C-	1	1
O	E. Did not have the course	1	3

32. Your overall high school grade point average (GPA) was:

		Question Weight	Answer Weight

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

O	A. About A- to A+	0	0
O	B. About B- to B+	0	0
O	C. About C- to C+	0	0
O	D. Lower than C-	0	0
O	E. Do not remember	0	0

33. The number of college credit hours you've taken in Art/Music/Dance/Drama is:

		Question Weight	Answer Weight
O	A. Did not attend college.	1	0
O	B. earned 0 credit hours in this area of study	1	5
O	C. 1-6 credit hours	1	0
O	D. 7-12 credit hours	1	4
O	E. 13 or more credit hours	1	1

34. During high school (grades 9-12) I made the semester honor roll:

		Question Weight	Answer Weight
O	A. Never	1	1
O	B. Once or twice	1	2
O	C. Three or four times	1	3
O	D. Five or six times	1	4
O	E. Seven or eight times	1	5

35. My class standing in high school put me in the:

		Question Weight	Answer Weight
O	A. Top 10%	1	5
O	B. Top 33%	1	4
O	C. Top 50%	1	3
O	D. Top 90%	1	2

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

O	E. Did not graduate from high school	1	1
36. In the three years prior to applying to this job, the number of formal suggestions I have submitted to my employer(s) was:			
		Question Weight	Answer Weight
O	A. Not employed'	1	10
O	B. 0	1	8
O	C. 1	1	6
O	D. 2	1	4
O	E. 3 or more	1	2
37. My previous supervisor (or teachers, if not previously employed) would most likely describe the speed at which I work as:			
		Question Weight	Answer Weight
O	A. Superior	1	5
O	B. Above average	1	4
O	C. Average	1	3
O	D. Below average	1	2
O	E. Don't know	1	1
38. My previous supervisor (or teachers, if not previously employed) would most likely describe the amount of time I needed to complete assignments as:			
		Question Weight	Answer Weight
O	A. A great deal	1	5
O	B. More than average	1	4
O	C. Average	1	3
O	D. Less than average	1	2
O	E. Don't know	1	1
39. My previous supervisor (or teachers, if not previously employed) would likely describe my oral communication skills as:			
		Question Weight	Answer Weight

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

O	A. Superior	1	5
O	B. Above average	1	4
O	C. Average	1	3
O	D. Below average	1	2
O	E. Don't know	1	1
40. My peers would probably describe me as:			
		Question Weight	Answer Weight
O	A. Much more aggressive than most of my peers	1	1
O	B. Somewhat more aggressive than most of my peers	1	2
O	C. About as aggressive as most of my peers	1	3
O	D. Somewhat less aggressive than most of my peers	1	4
O	E. Much less aggressive than most of my peers	1	5
41. The high school math grade I most often received was:			
		Question Weight	Answer Weight
O	A. A	1	10
O	B. B	1	8
O	C. C	1	6
O	D. D or lower	1	4
O	E. Don't remember or didn't take math	1	2
42. The amount of time I have been out of work between jobs usually has been:			
		Question Weight	Answer Weight
O	A. Never out of work	0	0
O	B. Less than one month	0	0
O	C. 1 to 2 months	0	0
O	D. 3 to 4 months	0	0

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

O	E. 5 or more months	0	0
43. The age at which I first started to earn money (other than an allowance) was:			
		Question Weight	Answer Weight
O	A. Less than 12 years old	1	5
O	B. 12 to 13 years old	1	4
O	C. 14 to 15 years old	1	3
O	D. 16 to 17 years old	1	2
O	E. 18 years or older	1	1
44. My peers would probably describe me as a person who:			
		Question Weight	Answer Weight
O	A. Never takes chances	1	1
O	B. Hardly ever takes chances	1	2
O	C. Sometimes takes chances	1	3
O	D. Often takes chances	1	4
O	E. Very often takes chances	1	5
45. Compared to others on my last full-time job, my rate of promotion was:			
		Question Weight	Answer Weight
O	A. Much faster than most	1	10
O	B. Somewhat faster than most	1	8
O	C. About the same as most	1	6
O	D. Somewhat slower than most	1	4
O	E. Not employed full-time prior to present job	1	2
46. Before I applied with the FAA, the information I had about the type of work that air traffic controllers are expected to do was			
		Question Weight	Answer Weight
O	A. None	1	1

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

O	B. Practically no information	1	2
O	C. Some Information	1	3
O	D. Quite a bit	1	4
O	E. Knew in considerable detail	1	5
47. Do you have a pilots certificate?			
		Question Weight	Answer Weight
O	A. No	1	1
O	B. Yes	1	2
48. Did you work in an aviation-related or air traffic-related job while in the armed forces?			
		Question Weight	Answer Weight
O	A. Did not work in the armed forces	1	1
O	B. Did not work in aviation-related job	1	1
O	C. Worked in aviation-related job which was not related to air traffic	1	2
O	D. Worked in air traffic-related job	1	3
49. Do you have a prior Air Traffic Control Specialist (ATCS) rating?			
		Question Weight	Answer Weight
O	A. No	0	0
O	B. Yes - Center	0	0
O	C. Yes - FSS/AFSS	0	0
O	D. Yes - TRACON/RAPCON	0	0
O	E. Yes - Center, FSS/AFSS and TRACON/RAPCON	0	0
50. Do you have a prior Control Tower Operator (CTO) rating?			
		Question Weight	Answer Weight
O	A. No	0	0
O	B. Yes – Instrument Flight Rules (IFR)	0	0

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

O	C. Yes - Visual Flight Rules (VFR)	0	0
O	D. Yes - Both Instrument and Visual Flight Rules (IFR & VFR)	0	0
51. Do you have prior Instrument Flight Rules (IFR) experience?			
		Question Weight	Answer Weight
O	A. No	0	0
O	B. Yes - Military	0	0
O	C. Yes - Civilian	0	0
O	D. Yes - Both Military and Civilian	0	0
52. How long do you think it will take to become fully effective in your job?			
		Question Weight	Answer Weight
O	A. Much longer than most others	0	0
O	B. Somewhat longer than most others	0	0
O	C. About as long as most others	0	0
O	D. A little less time than most others	0	0
O	E. Much less time than most others	0	0
53. Do you have an Associate and/or Technical/Military/Vocational-Technical degree?			
		Question Weight	Answer Weight
O	A. Yes	0	0
O	B. No	0	0
54. Which of the following BEST describes aviation coursework taken towards your Associate and/or Technical/Military/Vocational-Technical degree?			
	Require response other than "E" if #53 = Yes; Require response of "E" if #53 = No	Question Weight	Answer Weight
O	A. No aviation course work	1	1
O	B. Vocational oriented	1	2
O	C. Baccalaureate-transfer oriented	1	3

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

O	D. Other	1	4
O	E. Not applicable	1	0

55. Of all the Air Traffic Control Specialists (ATCSs) in the country, at what percentile do you think you will be able to perform?

		Question Weight	Answer Weight
O	A. In the lowest 10%	0	0
O	B. In the lower half	0	0
O	C. At about the 50% or average level	0	0
O	D. In the upper half	0	0
O	E. In the top 10%	0	0

56. Overall college grade point average

		Question Weight	Answer Weight
O	A. Did not attend college.	0	0
O	B. 2.00 or below	0	0
O	C. 2.01 to 2.50	0	0
O	D. 2.51 to 3.00	0	0
O	E. 3.01 to 3.50	0	0
O	F. 3.51 to 4.00	0	0

57. In your current or previous job(s), education, or other similar experiences, how did you usually feel about assignments changing at the last minute?

		Question Weight	Answer Weight
O	A. I did not mind it, but preferred that the assignments did not change.	0	0
O	B. I did not like it, and it affected how much I liked my work.	0	0
O	C. I liked it, and it made my work more challenging.	0	0
O	D. I liked it, but preferred to know about changes before the last minute.	0	0
O	E. I have not had an assignment change at the last minute.	0	0

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

58. Which of the following would bother you the LEAST?			
		Question Weight	Answer Weight
O	A. Having to make promises that I cannot keep	0	0
O	B. Having to disappoint people who count on me	0	0
O	C. Having to miss deadlines due to poor planning	0	0
O	D. Having to take advantage of people who trust me	0	0
O	E. Having to implement an idea that I don't agree with	0	0

59. At which one of the following do you excel?			
		Question Weight	Answer Weight
O	A. Setting challenging goals for myself	0	0
O	B. Setting priorities for getting things done	0	0
O	C. Keeping track of many details	0	0
O	D. Helping others solve their problems	0	0
O	E. Something other than these	0	0

60. When finished with my work, I:			
		Question Weight	Answer Weight
O	A. tend to not worry about minor details and efficiently move on to other activities.	0	0
O	B. do a quick overview of my work and then move on to something else.	0	0
O	C. ask someone with more attention to detail to review my work.	0	0
O	D. check my work carefully.	0	0
O	E. check and double-check my work.	0	0

61. How does it make you feel to do poor quality work?			
		Question Weight	Answer Weight
O	A. I feel bad about myself.	0	0

RELEASED PURSUANT TO FOIA 2015-009570

RELEASED PURSUANT TO FOIA 2015-009570

O	B. I feel upset at the situation.	0	0
O	C. I feel angry at whoever is responsible.	0	0
O	D. I am not bothered by it.	0	0
O	E. I never do poor quality work.	0	0
62. How have you planned your work activities at work, school, or in other similar situations?			
		Question Weight	Answer Weight
O	A. I made exact and detailed plans.	0	0
O	B. I made general plans, but not exact.	0	0
O	C. I usually drafted plans.	0	0
O	D. I usually did not have plans because it is important to let things happen freely.	0	0
O	E. I did not do any of these.	0	0

Logic for Scoring the Biographical Assessment:

The score for each answer in the Biographical Assessment section = (Question Weight * Answer Weight). Those questions with Question Weights = 0 are informational only and will not count towards the Biographical Assessment score.

To meet minimum qualifications for the occupation, an applicant must have a raw biographical score of 114 points or higher to move to the next step in the hiring process.

An applicant's overall aggregate score will be determined by combining 3 factors: Minimum Qualifications (70 points), Biographical Assessment (weighted 2.5 times more than the AT-SAT), and AT-SAT score

To calculate the aggregate score the following formula will be used:

70 + (((((Sum of all answer scores in the Biographical Assessment Section – 105.88)/13.25) * 2.5) + ((AT-SAT score – 69.82)/7.62)) * (30/7.48)) – 6.25

Summary of the values shown above:

- 70 = The base points all minimally competent applicants start out with
- 105.88 = The mean score on the biodata assessment in the validation sample
- 13.25 = The standard deviation of our biodata assessment in the validation sample

RELEASED PURSUANT TO FOIA 2015-009570