Job Analysis: PAQ-Style Example

Same fictional job: **Payroll Specialist**, Northwind Components

> **Illustration only.** This is **not** the licensed Position Analysis Questionnaire (PAQ). PointFactors wrote these items to show how a PAQ-style instrument works: a trained analyst rates generic worker behaviors on fixed scales, organized in the same six divisions the PAQ uses.

Completed by	Trained job analyst (not the incumbent or supervisor)
Methods	Observed 2 hours on a payroll close day · interviewed incumbent 45 minutes · reviewed the PDQ
Scale codes	**I** importance to the job · **U** extent of use · **T** amount of time · **A** applies (yes/no)
Ratings	1 very minor · 2 low · 3 average · 4 high · 5 extreme · N/A does not apply

01 Information input

Analyst

Item	Scale	Rating
Reading numeric records such as time data and payroll registers	U	5
Reading written policies and tax rules	I	4
Using information shown on computer screens	U	5
Watching physical equipment or processes	U	N/A

02 Mental processes

Analyst

Item	Scale	Rating
Checking data for accuracy against rules	I	5
Applying arithmetic	I	4
Planning own work around fixed deadlines	I	4
Deciding how to correct errors	I	3

03 Work output

Analyst

Item	Scale	Rating
Using a keyboard and computer software	T	5
Handling physical materials	I	1
Operating hand tools or machinery	I	N/A

04 Relationships with other persons

Analyst

Item	Scale	Rating
Answering questions and advising employees	I	4
Exchanging routine information with outside vendors	I	3
Negotiating	I	1
Supervising other workers	I	N/A

05 Job context

Analyst

Item	Scale	Rating
Working in an indoor office environment	T	5
Working under time pressure	I	4
Exposure to physical hazards	I	N/A

06 Other job characteristics

Analyst

Item	Scale	Rating
Responsibility for the accuracy of payments	I	5
Handling confidential information	I	5
Repetitive work cycle	I	3
Regular daytime schedule	A	Yes

Profile summary

Average of rated items

Division	Average	Profile
Information input	4.7	
Mental processes	4.0	
Work output	3.0	
Relationships with other persons	2.7	
Job context	4.5	
Other job characteristics	4.3	

Compare with the PDQ example. The PDQ records the exact rule: the job corrects pay errors up to $500 on its own. This PAQ-style profile rates "Deciding how to correct errors" a 3 out of 5. The rating is consistent across jobs, but it cannot tell you the $500 limit. That is why the PDQ is usually the better evidence for point-factor job evaluation.

Fictional example created by PointFactors for illustration. Northwind Components and all names, figures, and ratings are invented. Companion to the article "PDQ vs PAQ: Which Job Analysis Questionnaire Is Right for You?" at pointfactors.com/posts/pdq-vs-paq.