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ABSTRACT
                 The United States Training and Employment Service
General Aptitude Test Battery (GATB), first published in 1947, has
been included in a continuing program of research to validate the
tests against success in many different occupations. The GATB
consists of 12 tests which measure nine aptitudes: General Learning
Ability; Verbal Aptitude; Numerical Aptitude; Spatial Aptitude; Form
Perception; Clerical Perception; Motor Coordination; Finger
Dexterity; and Manual Dexterity. The aptitude scores are standard
scores with 100 as the average for the general working population,
and a standard deviation of 20. Occupational norms are established in
terms of minimum qualifying scores for each of the significant
aptitude measures which, when combined, predict job performance.
Cutting scores are set only for those aptitudes which aid in
predicting the performance of the job duties of the experimental
sample. The GATB norms described are appropriate only for jobs with
content similar to that shown in the job description presented in
this report. A description of the validation sample is included.
(AG)

ED 061327

Development of USES Aptitude Test Battery

for

Cannery Worker

(can. & preserv.) 529.886

Cutter, Hand

(can. & preserv.) 529.887

U.S. DEPARTMENT OF LABOR
MANPOWER ADMINISTRATION
BUREAU OF EMPLOYMENT SECURITY
Washington, D.C., 20210

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Technical Report on Development of USES Aptitude Test Battery

For ....

Cannery Worker (can. & preserv.) 529.886

Cutter, Hand (can. & preserv.) 529.887

S-122

U. S. Employment Service
in Cooperation with
California, Pennsylvania, Washington, and
Wisconsin State Employment Services

May 1967

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FOREWORD

The United States Employment Service General Aptitude Test Battery (GATB) was first published in 1947. Since that time the GATB has been included in a continuing program of research to validate the tests against success in many different occupations. Because of its extensive research base the GATB has come to be recognized as the best validated multiple aptitude test battery in existence for use in vocational guidance.

The GATB consists of 12 tests which measure 9 aptitudes: General Learning Ability, Verbal Aptitude, Numerical Aptitude, Spatial Aptitude, Form Perception, Clerical Perception, Motor Coordination, Finger Dexterity, and Manual Dexterity. The aptitude scores are standard scores with 100 as the average for the general working population, with a standard deviation of 20.

Occupational norms are established in terms of minimum qualifying scores for each of the significant aptitude measures which, in combination, predict job performance. For any given occupation, cutting scores are set only for those aptitudes which contribute to the prediction of performance of the job duties of the experimental sample. It is important to recognize that another job might have the same job title but the job content might not be similar. The GATB norms described in this report are appropriate for use only for jobs with content similar to that shown in the job description included in this report.
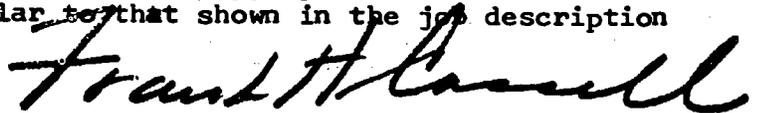
Frank H. Cassell, Director
U. S. Employment Service

DEVELOPMENT OF USES APTITUDE TEST BATTERY

For

Cannery Worker (can. & preserv.) 529.886

Cutter, Hand (can. & preserv.) 529.887

S-122

This report describes research undertaken for the purpose of validating and
cross-validating General Aptitude Test Battery (GATB) norms for the occupations
in the canning and preserving industry listed above. The following norms were
established:

GATB Aptitudes	Minimum Acceptable GATB, B-1002 Scores
K - Motor Coordination	85
F - Finger Dexterity	75
M - Manual Dexterity	80

RESEARCH SUMMARY - VALIDATION SAMPLE

Validation Sample 1:
    141 female workers employed as Sorters in Wisconsin.

Validation Sample 2:
    82 female workers employed as Trimmers in Wisconsin.

Validation Sample 3:
    53 female workers employed as Cutters, Hand in Pennsylvania.

Validation Sample 4:
    51 female workers employed as Cutters, Hand in Pennsylvania.

Validation Sample 5:
    50 female workers employed as Cannery Workers, Cutters, Hand; Sorters;
    and Trimmers in California.

Criterion:
    Supervisory ratings for samples 1, 2, 4, and 5. Production records
    for sample 3.

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Design:
>   Concurrent (test and criterion data were collected at approximately
>   the same time).

>   Minimum aptitude requirements were determined on the basis of a job
>   analysis and statistical analyses of aptitude mean scores, standard
>   deviations, and selective efficiencies.

Concurrent Validity:
>   Phi Coefficient = .35 (P/2 < .0005)

Effectiveness of Norms:
>   Only 73% of the non-test-selected workers used for this study were good
>   workers; if the workers had been test-selected with the S-122 norms, 86%
>   would have been good workers. 27% of the non-test-selected workers used
>   for this study were poor workers; if the workers had been test-selected
>   with the S-122 norms, only 14% would have been poor workers. The
>   effectiveness of the norms is shown graphically in Table 1:

TABLE 1

Effectiveness of Norms

	Without Tests	With Tests
Good Workers	73%	86%
Poor Workers	27%	14%

VALIDATION SAMPLE DESCRIPTION

Size:
>   N=377

Occupational Status:
>   Employed workers

Work Setting:
>   Workers were employed at several canning companies in Wisconsin,
>   Pennsylvania, and California.

Employer Selection Requirements:

>   Age: No requirement (18-45 range preferred for sample 5).

>   Education: Ability to read, write, and speak English.

>   Experience: No requirement.

>   Tests: Vision tests used for sample 5.

>   Other: Work application or personal interview.

<u>Principal Activities</u>:
The work performed by each worker in the occupations is comparable to that described in the job descriptions on the Fact Sheet.

<u>Minimum Experience</u>:
All workers had completed the on-the-job training periods necessary to become proficient in the occupations.

TABLE 2A

Means (M), Standard Deviations (SD), Ranges, and Pearson Product-Moment
Correlations (Corrected for Broad Categories) with the
Criterion (c^r) for Age, Education, and Experience N = 141

Sample 1
Sorter, 529.886

	M	SD	Range	c^r
Age (years)	41.5	12.2	17-59	.014
Education(years)	9.0	2.3	5-16	.132
Experience (seasons)	3.7	3.6	1-23	-.071

TABLE 2B

Means (M), Standard Deviations (SD), Ranges, and Pearson Product-Moment
Correlations (Corrected for Broad Categories) with the
Criterion (c^r) for Age, Education, and Experience N = 82

Sample 2
Trimmer, 529.886

	M	SD	Range	c^r
Age (years)	42.9	11.9	16-59	-.059
Education (years)	9.0	2.3	5-14	.007
Experience (seasons)	3.3	2.4	1-10	.085

TABLE 2C

Means (M), Standard Deviations (SD), Ranges, and Pearson Product-Moment
Correlations (Corrected for Broad Categories) with the
Criterion (c^r) for Age, Education, and Experience N = 53

Sample 3
Cutter, Hand, 529.887

	M	SD	Range	c^r
Age (years)	31.5	8.1	19- 50	-.192
Education (years)	8.7	1.8	6- 12	-.123
Experience (months)	65.8	39.8	4-144	.238

TABLE 2D

Means (M), Standard Deviations (SD), Ranges, and Pearson Product-Moment
Correlations (Corrected for Broad Categories) with the
Criterion (c^r) for Age, Education, and Experience N = 51

Sample 4
Cutter, Hand, 529.887

	M	SD	Range	c^r
Age (years)	36.8	8.9	18- 50	.032
Education (years)	9.1	1.7	6- 13	.186
Experience (months)	43.6	40.6	1-192	.168

TABLE 2E

Means (M), Standard Deviations (SD), Ranges, and Pearson Product-Moment
Correlations with the Criterion (r) for Age, Education,
and Experience N = 50

Sample 5

Cannery Worker, 529.886
Cutter, Hand, 529.887
Sorter, 529.886
Trimmer, 529.886

	M	SD	Range	r
Age (years)	34.1	6.4	20- 45	-.128
Education (years)	9.8	2.1	6- 16	-.021
Experience (months)	38.0	29.8	2-108	.332*

* Significant at the .05 level

TABLE 2F

Means (M), Standard Deviations (SD), and Ranges for Age and Education N = 377

Combined Sample [1]

	M	SD	Range
Age (years)	38.8	11.4	16-59
Education (years)	9.1	2.2	5-16

EXPERIMENTAL TEST BATTERY

All the tests of the GATB, B-1002A, were administered to each sample during
the period April 1955 to January 1957.

CRITERION

The criterion consisted of supervisory ratings in broad categories made by
the plant supervisor or personnel manager for samples 1, 2, and 4. Produc-
tion records were the criterion for Sample 3, and rank order ratings by two
supervisors were the criterion for Sample 5.

Criterion Dichotomy:
    The criterion distribution was dichotomized into high and low groups
    by placing 27% of the sample in the low group to correspond with the
    percentage of workers considered to be doing marginal or unsatisfactory
    work. Workers in the high criterion group were designated as "good
    workers" and those in the low group as "poor workers."

APTITUDES CONSIDERED FOR INCLUSION IN THE NORMS

Aptitudes were selected for tryout in the norms on the basis of a qualitative
analysis of job duties involved and statistical analyses of test and criterion
data. Tables 3, 4, and 5 (A-F) show the results of the qualitative and statistical
analyses.

[1]No experience data is shown because Samples 1 and 2 reported experience in
    terms of seasons rather than months.

TABLE 3 (A-F)

Qualitative Analysis
A-B Sorter and Trimmer (Samples 1 & 2)

Aptitude	Rationale
P - Form Perception	Required in recognizing defective ears of corn and in cutting out the defective parts; also required in detecting discolored and blemished peas and foreign matter.
K - Motor Coordination	Required in placing tips of corn rapidly into slot of trimming machine and in picking up as many discolored and blemished peas and foreign matter as quickly as possible as they pass by on a belt line.
M - Manual Dexterity	Required in placing ears of corn in trimming machine, in cutting out defective parts with a knife, and in picking out foreign matter and discolored and blemished peas.

C-D Cutter, Hand (Samples 3 & 4)

Aptitude	Rationale
K - Motor Coordination	Required for cutting tops and bottoms and removing inner skin from onions.
F - Finger Dexterity	Required for picking up vegetables for inspection, breaking tips from stringless beans and cutting out decayed or spotted parts of vegetables.
M - Manual Dexterity	Required for placing buckets and pans on conveyor belt, sliding pans containing vegetables from conveyor belt, and removing empty buckets from overhead conveyor.

E. Cannery Worker; Cutter, Hand; Sorter;
and Trimmer (Sample 5)

Aptitude	Rationale
K - Motor Coordination	Required for working rapidly with both hands simultaneously in trimming, sorting, packing, and check weighing vegetables and fruit.
M - Manual Dexterity	Required for grasping, turning, moving, and placing vegetables and fruit, and in trimming, sorting, packing, and weighing.

TABLE 4 (A-F)

Means (M), Standard Deviations (SD), and Pearson Product-Moment Correlations
with the Criterion (r) or $(c^r)^2$ for the Aptitudes of the GATB

A. Sorter N = 141 (Sample 1)

Aptitude	Mean	SD	c^r
G - General Learning Ability	89.0	18.6	.176*
V - Verbal Aptitude	90.6	17.8	.187*
N - Numerical Aptitude	87.0	20.6	.215*
S - Spatial Aptitude	91.1	19.5	.184*
P - Form Perception	88.4	23.0	.177*
Q - Clerical Perception	94.3	16.5	.224**
K - Motor Coordination	97.0	15.9	.500**
F - Finger Dexterity	93.5	21.8	.286**
M - Manual Dexterity	97.0	21.8	.449**

B. Trimmer N = 82 (Sample 2)

Aptitude	Mean	SD	c^r
G - General Learning Ability	84.6	17.0	.062
V - Verbal Aptitude	87.3	17.1	.138
N - Numerical Aptitude	83.0	18.8	.058
S - Spatial Aptitude	86.2	16.0	.054
P - Form Perception	83.0	20.0	.157
Q - Clerical Perception	90.4	14.3	.254*
K - Motor Coordination	93.0	16.5	.464**
F - Finger Dexterity	90.5	21.6	.204
M - Manual Dexterity	90.8	20.2	.469**

*Significant at the .05 level
**Significant at the .01 level

2 c^r - Corrected for broad categories

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C. Cutter, Hand, N = 53 (Sample 3)

Aptitude	Mean	SD	c_r
G – General Learning Ability	86.6	12.9	-.011
V – Verbal Aptitude	85.5	11.5	.056
N – Numerical Aptitude	90.5	16.2	.158
S – Spatial Aptitude	82.5	13.0	-.093
P – Form Perception	89.1	18.0	.200
Q – Clerical Perception	95.3	14.1	.156
K – Motor Coordination	90.9	14.6	.215
F – Finger Dexterity	92.5	20.5	.404**
M – Manual Dexterity	97.0	19.0	.366**

D. Cutter, Hand, N = 51 (Sample 4)

Aptitude	Mean	SD	c_r
G – General Learning Ability	82.5	18.6	.151
V – Verbal Aptitude	85.8	15.9	.083
N – Numerical Aptitude	82.9	22.3	.259
S – Spatial Aptitude	80.8	17.3	.008
P – Form Perception	83.9	20.6	.263
Q – Clerical Perception	91.1	15.7	.189
K – Motor Coordination	95.6	18.6	.566**
F – Finger Dexterity	94.4	22.0	.086
M – Manual Dexterity	109.6	21.8	.525**

E. Cannery Worker; Cutter, Hand; Sorter; and Trimmer N = 50 (Sample 5)

Aptitude	Mean	SD	c_r
G – General Learning Ability	85.1	13.2	.054
V – Verbal Aptitude	87.8	11.9	.081
N – Numerical Aptitude	81.5	15.4	-.018
S – Spatial Aptitude	88.3	13.6	.056
P – Form Perception	93.0	17.7	-.134
Q – Clerical Perception	90.5	14.0	.101
K – Motor Coordination	109.1	19.2	.468**
F – Finger Dexterity	103.6	20.3	.289*
M – Manual Dexterity	117.6	20.3	.394**

F. Combined Sample N = 377

Aptitude	Mean	SD
G – General Learning Ability	86.3	17.1
V – Verbal Aptitude	88.1	16.0
N – Numerical Aptitude	85.4	19.5
S – Spatial Aptitude	87.1	17.4
P – Form Perception	87.3	21.0
Q – Clerical Perception	92.7	15.4
K – Motor Coordination	96.7	17.6
F – Finger Dexterity	94.1	21.8
M – Manual Dexterity	100.1	22.6

*Significant at the .05 level
**Significant at the .01 level

TABLE 5

Summary of Qualitative and Quantitative Data

A. Sorter   (Sample 1)

Type of Evidence	Aptitudes								
	G	V	N	S	P	Q	K	F	M
Job Analysis Data									
Important					X		X		X
Irrelevant									
Relatively High Mean						X	X		X
Relatively Low Standard Dev.									
Significant Correlation with Criterion	X	X	X	X	X	X	X	X	X
Aptitudes to be Considered for Trial Norms	G	V	N	S	P	Q	K	F	M

B. Trimmer   (Sample 2)

Type of Evidence	Aptitudes								
	G	V	N	S	P	Q	K	F	M
Job Analysis Data									
Important					X		X		X
Irrelevant									
Relatively High Mean						X	X	X	X
Relatively Low Standard Dev.						X			
Significant Correlation with Criterion						X	X		X
Aptitudes to be Considered for Trial Norms						Q	K		M

C. Cutter, Hand   (Sample 3)

Type of Evidence	Aptitudes								
	G	V	N	S	P	Q	K	F	M
Job Analysis Data									
Important							X	X	X
Irrelevant									
Relatively High Mean						X		X	X
Relatively Low Standard Dev.	X	X		X		X	X		
Significant Correlation with Criterion								X	X
Aptitudes to be Considered for Trial/Norms						Q	K	F	M

D. Cutter, Hand   (Sample 4)

Type of Evidence	Aptitudes								
	G	V	N	S	P	Q	K	F	M
Job Analysis Data									
Important							X	X	X
Irrelevant									
Relatively High Mean							X	X	X
Relatively Low Standard Dev.									
Significant Correlation with Criterion							X		X
Aptitudes to be Considered for Trial Norms							K	F	M

E. Cannery Worker; Cutter, Hand; Sorter
and Trimmer   (Sample 5)

Type of Evidence	Aptitudes								
	G	V	N	S	P	Q	K	F	M
Job Analysis Data									
Important							X		X
Irrelevant									
Relatively High Mean							X	X	X
Relatively Low Standard Dev.	X	X		X		X			
Significant Correlation with Criterion							X	X	X
Aptitudes to be Considered for Trial Norms							K	F	M

DERIVATION AND VALIDITY OF NORMS

Final norms were derived on the basis of a comparison of the degree to which
trial norms consisting of various combinations of aptitudes K, F, and M
(Aptitudes considered relevant in at least four of the samples) at trial
cutting scores were able to differentiate between the 73% of the sample
considered good workers and the 27% of the sample considered poor workers for
the five samples. Trial cutting scores at five point intervals approximately
one standard deviation below the mean are tried because this will eliminate
about 1/3 of the sample with three-aptitude norms. For two-aptitude trial
norms, minimum cutting scores slightly higher than one standard deviation
below the mean will eliminate about 1/3 of the sample; for four-aptitude trial
norms, cutting scores slightly lower than one standard deviation below the
mean will eliminate about 1/3 of the sample. The Phi Coefficient was used
as a basis for comparing trial norms. Norms of K-85, F-75, and M-80 pro-
vided the highest degree of differentiation for the various jobs in the
combined sample. The validity of these norms is shown in Table 6 and is
indicated by a Phi Coefficient of .35 (statistically significant at the
.0005 level).

TABLE 6

Concurrent Validity of Test Norms (Combined Sample)
K-85, F-75, M-80

	Non-Qualifying Test Scores	Qualifying Test Scores	Total
Good Workers	82	192	274
Poor Workers	71	32	103
Total	153	224	377

Phi Coefficient $(\emptyset)$ = .35   Chi Square (X^2) = 47.2
Significance Level = $P/2 < .0005$

DETERMINATION OF OCCUPATIONAL APTITUDE PATTERN

The data for this study met the requirements for incorporating the occupations studied into OAP-35 which is shown in Section II of the Manual for the General Aptitude Test Battery. OAP-35 has the following minimum aptitude scores: K-85, F-80, and M-80.

GATB Study #2582   S-122

Trimmer (can. & preserv.) 529.886

Check Study #1 Research Summary

Sample: 81 female workers employed by the Birds Eye Division of General
         Foods Corporation in Walla Walla, Washington in 1964.

TABLE 7

Means, Standard Deviations (SD), Ranges, and Pearson Product-Moment
Correlations with the Criterion (r) for Age, Education, Experience, and the
Aptitudes of the GATB; N=33 -- Cross-Validation Sample #1

	Mean	SD	Range	r
Age (years)	46.8	11.7	24-65	.032
Education (years)	10.3	1.9	7-14	-.094
Experience (mos.)	101.5	32.2	48-180	.344
G - General Learning Ability	94.5	18.4	64-135	-.050
V - Verbal Aptitude	96.7	19.5	61-135	-.135
N - Numerical Aptitude	91.5	17.6	53-128	.016
S - Spatial Aptitude	93.1	18.8	61-140	.012
P - Form Perception	92.9	17.7	65-126	.067
Q - Clerical Perception	95.1	16.9	63-134	-.192
K - Motor Coordination	96.9	15.0	70-130	.016
F - Finger Dexterity	95.4	18.6	53-135	-.056
M - Manual Dexterity	105.9	20.0	43-143	.129

Criterion:
    Supervisory ratings

Design:
    Concurrent (test and criterion data were collected at approximately
    the same time).

Principal Activities:
    The job duties for each worker are shown in the Appendix and are
    comparable to those of the validation sample.

Concurrent Validity:
    Phi Coefficient =.37 (P/2 <.025)

Effectiveness of Norms:
    Only 67% of the non-test-selected workers used for this study were good
    workers; if the workers had been test-selected with the S-122 norms,
    78% would have been good workers. 33% of the non-test-selected workers
    used for this study were poor workers; if the workers had been test-
    selected with the S-122 norms, only 22% would have been poor workers.
    The effectiveness of the norms when applied to this independent sample
    is shown graphically in Table 8.

TABLE 8

Effectiveness of Norms

	Without Tests	With Tests
Good Workers	67%	78%
Poor Workers	33%	22%

TABLE 9

Concurrent Validity of Test Norms
(K-85, F-75, M-80)
Check Study Sample #1 (Washington)

	Nonqualifying Test Scores	Qualifying Test Scores	Total
Good Workers	4	18	22
Poor Workers	6	5	11
Total	10	23	33

Phi Coefficient $(\emptyset)$ =.37   Chi Square $(X2)$ =4.6
Significance Level =P/2 <.025

FACT SHEET
(VALIDATION SAMPLE)

Sample 1
Job Title: Sorter (can. & preserv.) 529.886

Job Summary: Inspects peas for impurities prior to canning. Sits on a stool near moving conveyor belt and visually inspects peas as they pass by. Manually spreads and examines peas; removes and discards discolored, blemished or immature peas and any foreign matter.

Sample 2
Job Title: Trimmer (can. & preserv.) 529.886

Job Summary: Trims imperfect tips and defects from ears of corn by hand or by feeding ears into an automatic trimming machine. Picks defective ear from conveyor and pushes tip into trimming machine to depth necessary to trim tip properly. Uses hand knife to cut out defects. Tosses trimmed ears onto conveyor which goes to the corn-cutting machines, and drops rejected ears on another conveyor.

Samples 3 and 4
Job Title: Cutter, Hand (can. & preserv.) 529.887

Job Summary: Cuts or slices vegetables such as onions, beans, and mushrooms into pieces to prepare them for canning and/or preserving. Removes portions of vegetables so that they meet required standards for canning, by using a paring knife to remove tops and bottoms from onions and cut stems from mushrooms. Visually inspects vegetables and cuts off decayed or spotted parts. Performs other tasks as required.

Work Performed: Performs one or more of the operations described below to prepare vegetables for canning and/or preserving.

Takes onion from pan with (gloved) left hand. Cuts top and bottom from onion, using paring knife held in right hand. Places onion in bucket and returns tops and bottoms to pan. Places full bucket and pan on conveyor belt.

Visually inspects vegetables from which skins or outer surfaces have been removed by machine, for decayed or spotted parts as the vegetables move on a conveyor belt. Picks up decayed or spotted vegetables with (gloved) left hand. Cuts out all decayed or spotted parts, using paring knife held in right hand. Breaks tips from stringless beans if machine has failed to cut them. Removes inner skin from onions by pressing between thumb and index finger. Replaces vegetables on conveyer belt.

Picks up several mushrooms in one hand (number depending on size) and, using small paring knife in other hand, cuts mushrooms into pieces, trims out spotty or dirty parts of mushrooms; cuts off thin tips of stems and then cuts stems off close to button. Throws stems and buttons into proper receptacles and then throws selected buttons on a conveyor belt which carries them to proper inspection and packing centers.

Sample 5

Job Titles: Cannery Worker, 529.886
              Cutter, Hand, 529.887
              Sorter, 529.886
              Trimmer, 529.886

Job Summary: Performs any or all of the following tasks preparatory to the
freezing of various vegetables and fruits. Trims vegetables by taking them from a
conveyor belt, inspecting them for quality and cutting off excess stems and stalks.
Sorts vegetables and fruit by removing off-color or defective produce from conveyor.
Disgards waste in chute. Picks up grade A vegetables from conveyor and packs in
cartons.   Weighs carton and sets carton on conveyor.

Work Performed: Working rapidly with both hands, trims excess leaves and stalks
from vegetables on conveyor belt. Disgards waste in chute tosses trimmed pieces
onto conveyor.   Prepares peaches for freezing. Picks pre-peeled peach from conveyor
belt; halves peach by pressing and rotating it against stationary knife; removes pit,
quickly lays peach halves on conveyor and drops pit into box. Sorts peaches or
vegetables by quickly segregating and removing off-color or defective peaches or
vegetables and waste from conveyor belt. Discards waste in waste chute. Packs
vegetables by taking cartons from supply on conveyor and rapidly picking grade A
vegetables from conveyor belt to pack them in cartons. Discards off-color
vegetables and returns full cartons to conveyor. Checks weight of packed cartons.
Takes packed carton from conveyor belt; sets carton on scales at side of conveyor,
observes pointer on scales and adds or removes vegetables as necessary for carton
to reach specified weight. Bends back one side of lid flap to indicate that weight
has been checked and sets carton on conveyor.

Check Study #1 (CROSS-VALIDATION SAMPLE)

Job Title: Trimmer (can. & preserv.) 529.886

Job Summary: Removes defective carrots from moving conveyor and cuts imperfections
and defects from them using sharp knife.

Work Performed: Removes defective carrots from moving conveyor and holds in hand
or places on cutting board to cut out defects, such as splits, black spots, and
rotten sections using a sharp knife.

Drops waste material down one chute and trimmed carrots down another.

(This sheet is printed in duplicate. One copy should remain as part of the
Appendix in order to complete the technical report. The other copy can be removed
by employment service personnel who wish to set up separate fact sheet files.)

GPO 925-579

May 1967   S-122

FACT SHEET
(VALIDATION SAMPLE)

Sample 1
Job Title: Sorter (can. & preserv.) 529.886

Job Summary: Inspects peas for impurities prior to canning. Sits on a stool near
moving conveyor belt and visually inspects peas as they pass by. Manually spreads
and examines peas; removes and discards discolored, blemished or immature peas and
any foreign matter.

Sample 2
Job Title: Trimmer (can. & preserv.) 529.886

Job Summary: Trims imperfect tips and defects from ears of corn by hand or by
feeding ears into an automatic trimming machine. Picks defective ear from conveyor
and pushes tip into trimming machine to depth necessary to trim tip properly. Uses
hand knife to cut out defects. Tosses trimmed ears onto conveyor which goes to
the corn-cutting machines, and drops rejected ears on another conveyor.

Samples 3 and 4
Job Title: Cutter, Hand (can. & preserv.) 529.887

Job Summary: Cuts or slices vegetables such as onions, beans, and mushrooms into
pieces to prepare them for canning and/or preserving. Removes portions of vege-
tables so that they meet required standards for canning, by using a paring knife
to remove tops and bottoms from onions and cut stems from mushrooms. Visually
inspects vegetables and cuts off decayed or spotted parts. Performs other tasks
as required.

Work Performed: Performs one or more of the operations described below to prepare
vegetables for canning and/or preserving.

Takes onion from pan with (gloved) left hand. Cuts top and bottom from onion,
using paring knife held in right hand. Places onion in bucket, and returns tops
and bottoms to pan. Places full bucket and pan on conveyor belt.

Visually inspects vegetables from which skins or outer surfaces have been removed
by machine, for decayed or spotted parts as the vegetables move on a conveyor belt.
Picks up decayed or spotted vegetables with (gloved) left hand. Cuts out all
decayed or spotted parts, using paring knife held in right hand. Breaks tips from
stringless beans if machine has failed to cut them. Removes inner skin from onions
by pressing between thumb and index finger. Replaces vegetables on conveyer belt.

Picks up several mushrooms in one hand (number depending on size) and, using small
paring knife in other hand, cuts mushrooms into pieces, trims out spotty or dirty
parts of mushrooms; cuts off thin tips of stems and then cuts stems off close to
button. Throws stems and buttons into proper receptacles and then throws selected
buttons on a conveyor belt which carries them to proper inspection and packing
centers.

Sample 5

Job Titles: Cannery Worker, 529.886
               Cutter, Hand, 529.887
               Sorter, 529.886
               Trimmer, 529.886

Job Summary: Performs any or all of the following tasks preparatory to the
freezing of various vegetables and fruits. Trims vegetables by taking them from a
conveyor belt, inspecting them for quality and cutting off excess stems and stalks.
Sorts vegetables and fruit by removing off-color or defective produce from conveyor.
Disgards waste in chute. Picks up grade A vegetables from conveyor and packs in
cartons.   Weighs carton and sets carton on conyeyor.

Work Performed: Working rapidly with both hands, trims excess leaves and stalks
from vegetables on conveyor belt. Disgards waste in chute tosses trimmed pieces
onto conveyor.   Prepares peaches for freezing. Picks pre-peeled peach from conveyor
belt; halves peach by pressing and rotating it against stationary knife; removes pit,
quickly lays peach halves on conveyor and drpps pit into box. Sorts peaches or
vegetables by quickly segregating and removing off-color or defective peaches or
vegetables and waste from conveyor belt. Discards waste in waste chute. Packs
vegetables by taking cartons from supply on conveyor and rapidly picking grade A
vegetables from conveyor belt to pack them in cartons. Discards off-color
vegetables and returns full cartons to conveyor. Checks weight of packed cartons.
Takes packed carton from conveyor belt; sets carton on scales at side of conveyor.
observes pointer on scales and adds or removes vegetables as necessary for carton
to reach specified weight. Bends back one side of lid flap to indicate that weight
has been checked and sets carton on conveyor.

Check Study #1 (CROSS-VALIDATION SAMPLE)

Job Title: Trimmer(can. & preserv.) 529.886

Job Summary: Removes defective carrots from moving conveyor and cuts imperfections
and defects from them using sharp knife.

Work Performed: Removes defective carrets from moving conveyor and holds in hand
or places on cutting board to cut out defects, such as splits, black spots, and
rotten sections using a sharp knife.

Drops waste material down one chute and trimmed carrots down another.

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Appendix in order to complete the technical report. The other copy can be removed
by employment service personnel who wish to set up separate fact sheet files.)

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