

3. Have you had at least 3 years of [progressively responsible](#) full-time work experience (full time is defined as a 40 hour work week) that demonstrates the potential for learning and performing air traffic control work? NOTE: The progression of responsibility must be documented in detail in the work history information. Part-time work is prorated in crediting experience. For example, working 20 hours per week for a 12-month period will be credited with 6 months experience. Yes ▾

4. Select the one statement from the following list that best describes your education:

- ☐ A. I have not completed high school or obtained a high school equivalent.
- ☐ B. I am a high school graduate or equivalent.
- ☐ C. I have 1 year of formal education above high school, but no degree.
- ☐ D. I have 2 years of formal education past high school, but no degree.
- ☐ E. I have 2 years above high school leading to an Associate's degree or I have an Associate's degree.
- ☒ F. I have 4 years above high school leading to a Bachelor's degree or I have a Bachelor's degree.

5. Do you have a combination of experience and education that equates to 3 years? Yes ▾
NOTE: Education and experience can be combined to meet the minimum qualification requirements. To combine education and experience, we will:
a. determine the applicant's total qualifying experience as a percentage of the experience required;
b. determine the applicant's education as a percentage of the education required; and add the two percentages. The total must equal 100%.
At the undergraduate level, successfully completed education that has not led to possession of a degree is credited based on its relationship to 120 semester hours or 180 quarter hours. For example, 30 semester hours or 45 quarter hours is comparable to 1 year of undergraduate education. Four years of progressive study or 120 semester hours meets the degree requirements. For study at a business or technical school, 36 weeks of study (20+ classroom hours per week) is comparable to 1 academic year above high school.

6. Do you have [specialized experience](#) in a military or civilian air traffic facility that demonstrates possession of the knowledge, skills, and abilities required to perform air traffic control work? This experience must have provided a comprehensive knowledge of appropriate air traffic control laws, rules, and regulations. Yes ▾

7. Alternative Requirements:

- a. Do you hold or have held an appropriate facility rating and have actively controlled air traffic in civilian or military air traffic control terminals or centers? No ▾
- b. Do you hold or have held an FAA certificate as a dispatcher for an air carrier? No ▾
- c. Do you hold or have held an instrument flight rating? No ▾
- d. Do you hold or have held an FAA certificate as a navigator or have been fully qualified as a Navigator/Bombardier in the Armed Forces? No ▾
- e. Do you have 350 hours of flight time as a copilot or higher and hold or have held a private certificate or equivalent Armed Forces rating? No ▾
- f. Have you served as a rated Aerospace Defense Command Intercept Director? No ▾

Additional Information

Air Traffic Locations are grouped within "Geographic Areas". For informational purposes only, please rank, in order of preference, the following Air Traffic Geographic Areas.

For a list of states and territories located in each geographic area, please click [here](#).

!!! Important: These preferences are [informational only](#) and are **not** used in the selection process. Your preferences will be considered at time of placement but no guarantees on geographic area preference are made. While your preferences will be taken into consideration, your placement will ultimately be based upon the needs of the FAA.

1st Preference

2nd Preference

3rd Preference

4th Preference

5th Preference

6th Preference

Use the text block below to identify specific states within your geographic area preference where you would prefer to work. These preferences are informational only and are not used in the selection process. While your preferences will be taken into consideration, your placement will ultimately be based upon the needs of the FAA.

Characters remaining: 500

Step 7 of 13

Biographical Assessment - Instructions

Directions: The following assessment may only be taken [one time](#) for this application. Once you have submitted this assessment, you **will not be able to alter your responses and the resulting score cannot be changed**. Please complete the assessment in its entirety.

This is an assessment of background and life experience factors that have been shown to be predictive of future performance in the Air Traffic Control Specialist (ATCS) occupation. Read each question and select the answer that best fits your experience. Be honest in your responses, as this is an official form and the information you provide may be verified through reference checks, background investigation, personal interview, and record checks.

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Biographical Assessment - Page 1

1. How would you describe your ideal job?

☐ A. Ability to decide for myself what to do and how to do it

☐ B. Being told what to do, but not how to do it

☐ C. Being told what to do, and getting suggestions on how to do it

☐ D. Being clearly told what to do and how to do it

☐ E. I am not sure

2. In the past, what did you do when you were working on something and nothing seemed to go right?

☐ A. I took a break from working to relax and started again sometime later.

☐ B. I continued working, but I was frustrated and upset.

☐ C. I let others know I was angry, then I began to feel better and continued working.

☐ D. I took the day as it came and tried to remain upbeat.

☐ E. I stopped what I was doing, figuring things would go better the next day.

3. What has been the major cause of your failures?

☐ A. Lack of ability

☐ B. Not trying hard enough

☐ C. Goals that are too difficult

☐ D. Bad luck

☐ E. Some other cause

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

☐ A. It takes a lot of luck to be an outstanding employee on most jobs.

☐ B. You need connections to important people to be an outstanding employee on most jobs.

☐ C. It takes time to be an outstanding employee on most jobs.

☐ D. You need specific skills and abilities to be an outstanding employee on most jobs.

☒ E. It takes hard work and persistence to be an outstanding employee on most jobs.

5. People who know me would say that when things go wrong, I

☐ A. have an extreme amount of tolerance.

☒ B. get frustrated only when things go very wrong.

☐ C. would benefit if I got frustrated less often.

☐ D. have a good balance between getting too frustrated or staying too calm.

☐ E. have no tolerance for mistakes.

6. Which of the following is your greatest strength?

☐ A. Ability to follow instructions

☐ B. Work ethic

☐ C. Practical knowledge and work experience

☐ D. High quality standards

☒ E. Ability to work well with others

7. I am more

☒ A. eager

☐ B. considerate

8. More classmates would remember me as

☐ A. humble

☒ B. dominant

9. Others would be most likely to describe me as a person with great

☒ A. drive

☐ B. persistence

10. When it comes to getting work done, I am

☐ A. fast

☒ B. accurate

11. I would rather be known as a person who is

☒ A. thorough

☐ B. considerate

12. I would rather be known for my

☐ A. pleasing personality

☒ B. inquiring mind

13. I often start things I do not finish.

☐ A. True

☒ B. False

14. I would rather be known as a person who is very

☒ A. determined

☐ B. respectful

15. The high school subject in which I received my lowest grades was:

☐ A. Science

☐ B. Math

☐ C. English

☒ D. History/Social Sciences

☐ E. Physical Education

16. Of the following, the college subject in which I received my lowest grades was:

☐ A. Science

☐ B. Math

☐ C. English

☒ D. History/Political Science

☐ E. Did not attend college

17. I learned about the opportunity to apply for an Air Traffic Control Specialist (ATCS) job through:

☐ A. A public notice or media advertisement

☐ B. A friend or relative

☐ C. College recruitment

☐ D. Working in some other capacity for the agency

☒ E. Some other way

18. My military service was as a:

☒ A. None

☐ B. Non-career enlisted

☐ C. Non-career officer

☐ D. Career enlisted

☐ E. Career officer

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

☐ A. My job is secure in the future

☐ B. I'll be responsible for the safety of many others

☐ C. I'll receive a good salary, which will grow

☒ D. I'll be constantly challenged to resolve situations which arise

☐ E. The work will always be interesting

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

☐ A. Superior

☒ B. Above average

☐ C. Average

☐ D. Below average

☐ E. Don't know

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

☐ A. 4 or More

☐ B. 3

☐ C. 2

☒ D. 1

☐ E. Didn't play sports

22. The high school grade I most often received was:

☐ A. A

☒ B. B

☐ C. C

☐ D. D or lower

☐ E. Don't remember

23. During my last year in college, my average number of hours of paid employment per week was:

☒ A. More than 20 hours

☐ B. 10 to 20 hours

☐ C. Fewer than 10 hours

☐ D. None

☐ E. Didn't go to college

24. The college English grade I most often received was:

☐ A. A

☒ B. B

☐ C. C

☐ D. D or lower

☐ E. Didn't take English or didn't go to college

25. In the three years immediately before applying to this job, the number of different full or part-time jobs I applied for was:

☐ A. None

☒ B. 1 to 2

☐ C. 3 to 4

☐ D. 5 to 6

☐ E. 7 or more

26. The number of months I was unemployed during the three years immediately before applying to this job is:

☐ A. 0

☐ B. 1 to 2

☒ C. 3 to 4

☐ D. 5 to 6

☐ E. 7 or more

27. Which of the following would your peers say describes your behavior in a group situation?

☐ A. You freely express your views and sway the group considerably

☐ B. You freely express your views but the group doesn't always share them

☐ C. You are reluctant to express your views, but when you do, they are usually well received

☐ D. You usually don't express your views

☐ E. Don't know

28. Which of the following would your peers say describes your behavior in a social situation?

- ☒ A. Always at ease in social situations
- ☐ B. Almost always at ease in social situations
- ☐ C. Generally at ease in social situations
- ☐ D. Occasionally at ease in social situations
- ☐ E. Don't know

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

- ☐ A. Much less than most
- ☒ B. Somewhat less than most
- ☐ C. About the same as most
- ☐ D. Somewhat more than most
- ☐ E. Much more than most

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

- ☐ A. Less than 6 months
- ☐ B. 6 months to a year
- ☒ C. 1 to 2 years
- ☐ D. 3 to 4 years
- ☐ E. 5 or more years

Biographical Assessment - Page 3

31. Your grade point average in high school Arithmetic

- ☐ A. About "A-" to "A+"
- ☒ B. About "B-" to "B+"
- ☐ C. About "C-" to "C+"
- ☐ D. Lower than "C-"
- ☐ E. Did not have the course

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

- ☐ A. About "A-" to "A+"
- ☒ B. About "B-" to "B+"
- ☐ C. About "C-" to "C+"
- ☐ D. Lower than "C-"
- ☐ E. Do not remember

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

- ☐ A. Did not attend college
- ☒ B. earned 0 credit hours in this area of study
- ☐ C. 1 to 6 credit hours
- ☐ D. 7 to 12 credit hours
- ☐ E. 13 or more credit hours

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

- ☐ A. Never
- ☐ B. Once or twice
- ☒ C. Three or four times
- ☐ D. Five or six times
- ☐ E. Seven or eight times

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

- ☐ A. Top 10%
- ☐ B. Top 33%
- ☒ C. Top 50%
- ☐ D. Top 90%
- ☐ E. Did not graduate from high school

36. In the three years prior to applying to this job, the number of formal suggestions I have submitted to my employer(s) was:

- ☐ A. Not employed
- ☐ B. 0
- ☐ C. 1
- ☐ D. 2
- ☒ E. 3 or More

37. My previous supervisor (or teachers if not previously employed) would most likely describe the speed at which I work as:

- ☐ A. Superior
- ☒ B. Above average
- ☐ C. Average
- ☐ D. Below average
- ☐ E. Don't know

38. My previous supervisor (or teachers, if not previously employed) would most likely describe the amount of time I needed to complete assignments as:

- ☐ A. A great deal
- ☐ B. More than average
- ☐ C. Average
- ☒ D. Less than average
- ☐ E. Don't know

39. My previous supervisor (or teachers, if not previously employed) would likely describe my oral communication skills as:

- ☒ A. Superior
- ☐ B. Above average
- ☐ C. Average
- ☐ D. Below average
- ☐ E. Don't know

40. My peers would probably describe me as:

- ☒ A. Much more aggressive than most of my peers
- ☐ B. Somewhat more aggressive than most of my peers
- ☐ C. About as aggressive as most of my peers
- ☐ D. Somewhat less aggressive than most of my peers
- ☐ E. Much less aggressive than most of my peers

41. The high school math grade I most often received was:

- ☐ A. A
- ☒ B. B
- ☐ C. C
- ☐ D. D or lower
- ☐ E. Don't remember or didn't take math

42. The amount of time I have been out of work between jobs usually has been:

- ☐ A. Never out of work
- ☒ B. Less than one month
- ☐ C. 1 to 2 months
- ☐ D. 3 to 4 months
- ☐ E. 5 or more months

43. The age at which I first started to earn money (other than an allowance) was:

- ☐ A. Less than 12 years old
- ☒ B. 12 to 13 years old
- ☐ C. 14 to 15 years old
- ☐ D. 16 to 17 years old
- ☐ E. 18 years or older

44. My peers would probably describe me as a person who:

- ☐ A. Never takes chances
- ☐ B. Hardly ever takes chances
- ☒ C. Sometimes takes chances
- ☐ D. Often takes chances
- ☐ E. Very often takes chances

45. Compared to others on my last full-time job, my rate of promotion was:

- ☐ A. Much faster than most
- ☒ B. Somewhat faster than most
- ☐ C. About the same as most
- ☐ D. Somewhat slower than most
- ☐ E. Not employed full-time prior to present job

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

- ☐ A. None
- ☐ B. Practically no information
- ☐ C. Some Information
- ☐ D. Quite a bit
- ☒ E. Knew in considerable detail

47. Do you have a pilots certificate?

- ☒ A. No
- ☐ B. Yes

48. Did you work in an aviation-related or air traffic-related job while in the armed forces?

- ☒ A. Did not work in the armed forces
- ☐ B. Did not work in aviation-related job
- ☐ C. Worked in aviation-related job which was not related to air traffic
- ☐ D. Worked in air traffic-related job

49. Do you have a prior Air Traffic Control Specialist (ATCS) rating?

- ☒ A. No
- ☐ B. Yes - Center
- ☐ C. Yes - FSS/AFSS
- ☐ D. Yes - TRACON/RAPCON
- ☐ E. Yes - Center, FSS/AFSS and TRACON/RAPCON

50. Do you have a prior Control Tower Operator (CTO) rating?

- ☒ A. No
- ☐ B. Yes - Instrument Flight Rules (IFR)
- ☐ C. Yes - Visual Flight Rules (VFR)
- ☐ D. Yes - Both Instrument and Visual Flight Rules (IFR & VFR)

51. Do you have prior Instrument Flight Rules (IFR) experience?

- ☒ A. No
- ☐ B. Yes - Military
- ☐ C. Yes - Civilian
- ☐ D. Yes - Both Military and Civilian

52. How long do you think it will take to become fully effective in your job?

- ☐ A. Much longer than most others
- ☐ B. Somewhat longer than most others
- ☐ C. About as long as most others
- ☐ D. A little less time than most others
- ☒ E. Much less time than most others

53. Do you have an Associate and/or Technical/Military/Vocational-Technical degree?

- ☒ A. Yes
- ☐ B. No

54. Which of the following BEST describes aviation coursework taken towards your Associate and/or Technical/Military/Vocational-Technical degree?

- ☐ A. No aviation course work
- ☒ B. Vocational oriented
- ☐ C. Baccalaureate-transfer oriented
- ☐ D. Other
- ☐ E. Not applicable

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

- ☐ A. In the lowest 10%
- ☐ B. In the lower half
- ☐ C. At about the 50% or average level
- ☐ D. In the upper half
- ☒ E. In the top 10%

56. Overall college grade point average

- ☐ A. Did not attend college
- ☐ B. 2.00 or below
- ☐ C. 2.01 to 2.50
- ☐ D. 2.51 to 3.00
- ☒ E. 3.01 to 3.50
- ☐ F. 3.51 to 4.00

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?

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

58. Which of the following would bother you the LEAST?

- ☐ A. Having to make promises that I cannot keep
- ☐ B. Having to disappoint people who count on me
- ☒ C. Having to miss deadlines due to poor planning
- ☐ D. Having to take advantage of people who trust me
- ☐ E. Having to implement an idea that I don't agree with

59. At which one of the following do you excel?

- ☐ A. Setting challenging goals for myself
- ☐ B. Setting priorities for getting things done
- ☒ C. Keeping track of many details
- ☐ D. Helping others solve their problems
- ☐ E. Something other than these

60. When finished with my work, I:

- ☐ A. tend to not worry about minor details and efficiently move on to other activities.
- ☐ B. do a quick overview of my work and then move on to something else.
- ☐ C. ask someone with more attention to detail to review my work.
- ☒ D. check my work carefully.
- ☐ E. check and double-check my work.

61. How does it make you feel to do poor quality work?

- ☐ A. I feel bad about myself.
- ☒ B. I feel upset at the situation.
- ☐ C. I feel angry at whoever is responsible.
- ☐ D. I am not bothered by it.
- ☐ E. I never do poor quality work.

62. How have you planned your work activities at work, school, or in other similar situations?

- ☐ A. I made exact and detailed plans.
- ☒ B. I made general plans, but not exact.
- ☐ C. I usually drafted plans.
- ☐ D. I usually did not have plans because it is important to let things happen freely.
- ☐ E. I did not do any of these.