**Start to use SPSS:** For the sake of simplicity and because it is the program to which most of you have ready access, we are going to start our analyses in SPSS. You should be able to accesses it on most university computers. The great strength of SPSS is that it is quite self-explanatory and you can easily learn it as we go forward during the semester. Its great weakness is that it is incredibly expensive any most non-academic organizations do not have it.

*\*\*\*SPSS can also be quite dangerous, as it will let you click through a whole bunch of analyses without you having any idea of what you are doing. From that, you can make a lot of mistakes that you do not realize are mistakes.*

1. **Prepare the data:** Download the data file on the Bb site (“PSYC 6327 Assignment 2 Data.xlsx”). This data has the following variables:

* Age: Numerical
* Sex: 1 = male; 2 = female
* Race: 1 = Asian American; 2 = Native American; 3 = African American; 4 = Pacific Islander; 5 = Caucasian; 6 = Other
* Hispanic/Latino ethnicity: 1= Yes; 2 = No
* Hours worked per week: Numerical
* Job Performance: 3 items
* Competitive psychological climate: 4 items
* Work-role behaviors: 7 items
* Psychological bullying: 12 items
* Perceived incivility behaviors: 3 items
* Work incivility scale: 11 items
* Work stress: 8 items
* Turnover intentions: 4 items
* Missing data is coded -999

Get the data into SPSS and prepare it for proper use. This includes ensuring that the variable names are correct, identified correctly, missing data is coded, and that the data is just clean and easy for anyone else to look at and understand. *When this is done you are to email me the finished file that I will grade.*

1. **Start working with the data:** Provide me with each of the following:

* The frequency distributions and histograms for each of the following variables: Sex, race, and ethnicity.
* The mean, median, mode, and standard deviation for each of the following composite scores: Age, hours worked per week, job performance, competitive psychological climate, work-role behaviors, psychological bullying, perceived incivility behaviors, work incivility scale, work stress, and turnover intentions.
* The results of the correlation between raw score job performance and raw score work stress.
* The highest z-score for job performance and work stress.
* The results of the correlation between standardized job performance and work stress.
* **The highest T-score for job performance and T-score work stress.**
* **The results of the correlation between T-score job performance and T-score work stress.**
* **The frequency distributions and histograms for each of the following variables: Raw score job performance, z-score job performance, and T-score job performance.**
* **The results of the correlation between raw score job performance, z-score job performance, and T-score job performance.**

*\*\*\*This should be submitted to me in a well formatted and professional manner via the submission link on Bb.*