WORK ACTIVITIES

Some Important Questions About
The Work Activities
Of Your Occupation

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Instructions for Making Work Activities Ratings

These questions are about work activities. A _work activity_ is a set of similar actions that are performed together in many different jobs. You will be asked about a series of different work activities and how they relate to _your current job_ - that is, the job you hold now.

Each activity in this questionnaire is named and defined.

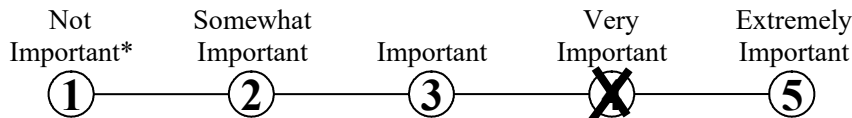For example:

Getting Information	**Observing, receiving, and otherwise obtaining information from all relevant sources.**

You are then asked to answer two questions about that activity:

_A_   _How important is the activity to your current job?_

For example:

How important is GETTING INFORMATION to the performance of _your current job_?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	✖	⑤

Mark your answer by putting an **X** through the number that represents your answer.
Do not mark on the line between the numbers.

*If you rate the activity as Not Important to the performance of your job, mark the one [✖] then skip over question B and proceed to the next activity.

_B_   _What level of the activity is needed to perform your current job?_

To help you understand what we mean by **level**, we provide you with examples of job-related activities at different levels. For example:

What level of GETTING INFORMATION is needed to perform _your current job_?

	Follow a standard blueprint		Review a budget		Study international tax laws	
①	②	③	④	✖	⑥	⑦

Highest Level
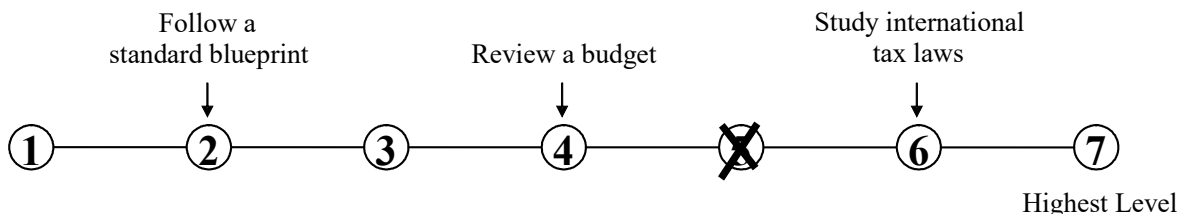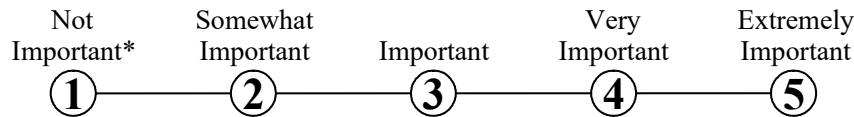
Mark your answer by putting an **X** through the number that represents your answer.
Do not mark on the line between the numbers.
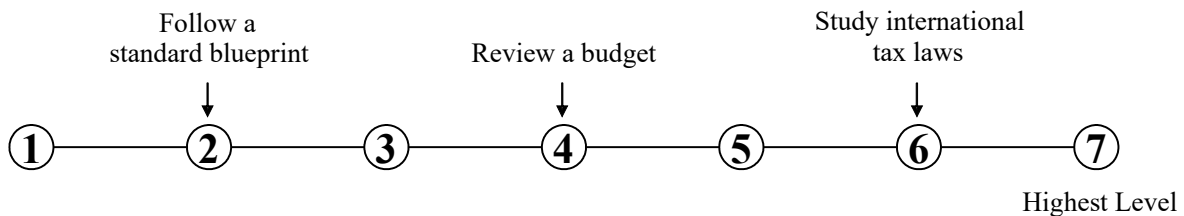
1.	Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.

A. How <u>important</u> is GETTING INFORMATION to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of GETTING INFORMATION is needed to perform *your current job*?

Follow a standard blueprint → ②

Review a budget → ④

Study international tax laws → ⑥

①——②——③——④——⑤——⑥——⑦

Highest Level

2.	Identifying Objects, Actions, and Events	Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

A. How <u>important</u> is IDENTIFYING OBJECTS, ACTIONS, AND EVENTS to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
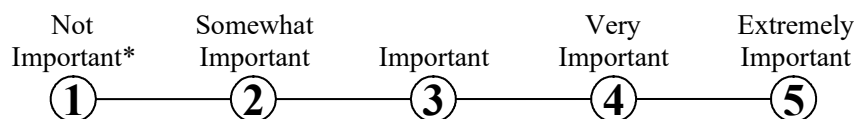
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of IDENTIFYING OBJECTS, ACTIONS, AND EVENTS is needed to perform *your current job*?

Test an automobile transmission → ②

Judge the suitability of food products for an event → ④

Determine the reaction of a virus to a new drug → ⑥

①——②——③——④——⑤——⑥——⑦

Highest Level
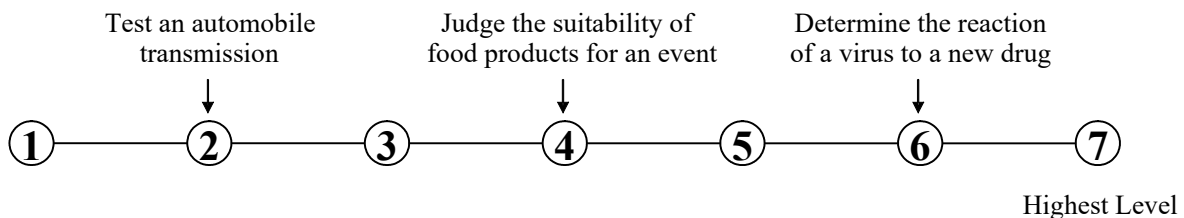
3. Monitoring Processes, Materials, or Surroundings

Monitoring and reviewing information from materials, events, or the environment to detect or assess problems.

A. How <u>important</u> is MONITORING PROCESSES, MATERIALS, OR SURROUNDINGS to the performance of *your current job*?
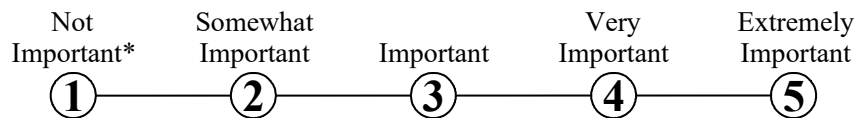
Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of MONITORING PROCESSES, MATERIALS, OR SURROUNDINGS is needed to perform *your current job*?
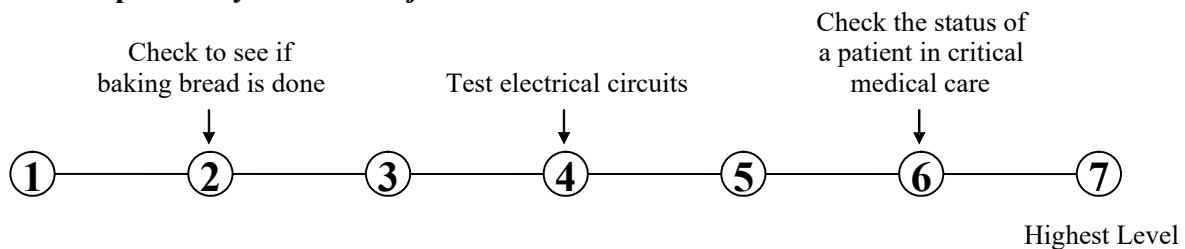
Check to see if baking bread is done → ②

Test electrical circuits → ④

Check the status of a patient in critical medical care → ⑥

①——②——③——④——⑤——⑥——⑦

Highest Level

4. Inspecting Equipment, Structures, or Materials

Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

A. How <u>important</u> is INSPECTING EQUIPMENT, STRUCTURES, OR MATERIALS to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
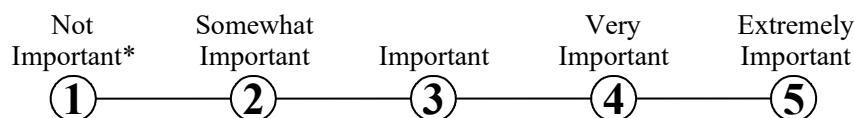
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of INSPECTING EQUIPMENT, STRUCTURES, OR MATERIALS is needed to perform *your current job*?

Check that doors to building are locked → ①

Inspect equipment in a chemical processing plant → ④

Conduct a thorough inspection of an aircraft engine → ⑥

①——②——③——④——⑤——⑥——⑦

Highest Level
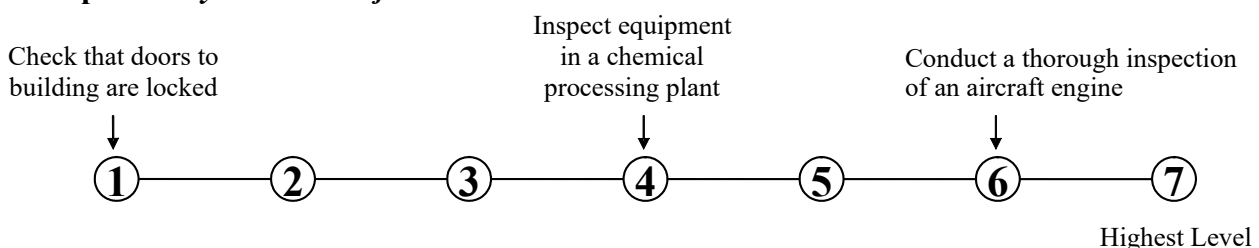
| 5. | Estimating the Quantifiable Characteristics of Products, Events, or Information | Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity. |

A. How <u>important</u> is ESTIMATING THE QUANTIFIABLE CHARACTERISTICS OF PRODUCTS, EVENTS, OR INFORMATION to the performance of *your current job*?
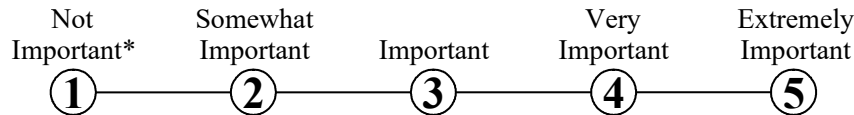
Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of ESTIMATING THE QUANTIFIABLE CHARACTERISTICS OF PRODUCTS, EVENTS, OR INFORMATION is needed to perform *your current job*?

Estimate the size of household furniture to be shipped ↓ (2)
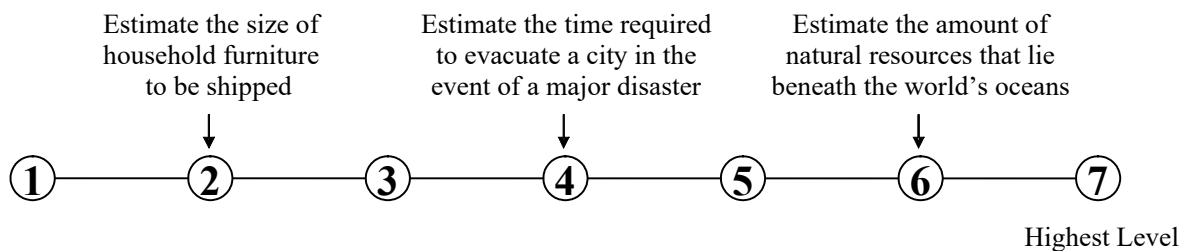
Estimate the time required to evacuate a city in the event of a major disaster ↓ (4)

Estimate the amount of natural resources that lie beneath the world's oceans ↓ (6)

① —— ② —— ③ —— ④ —— ⑤ —— ⑥ —— ⑦

Highest Level

| 6. | Judging the Qualities of Objects, Services, or People | Assessing the value, importance, or quality of things or people. |

A. How <u>important</u> is JUDGING THE QUALITIES OF OBJECTS, SERVICES, OR PEOPLE to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
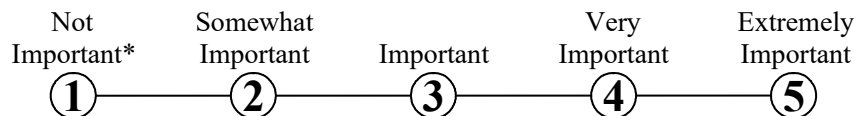
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of JUDGING THE QUALITIES OF OBJECTS, SERVICES, OR PEOPLE is needed to perform *your current job*?

Determine whether to remove a tree that has been damaged ↓ (2)

Determine the value of property lost in a fire ↓ (4)

Establish the value of a recently discovered ancient artwork ↓ (6)

① —— ② —— ③ —— ④ —— ⑤ —— ⑥ —— ⑦

Highest Level
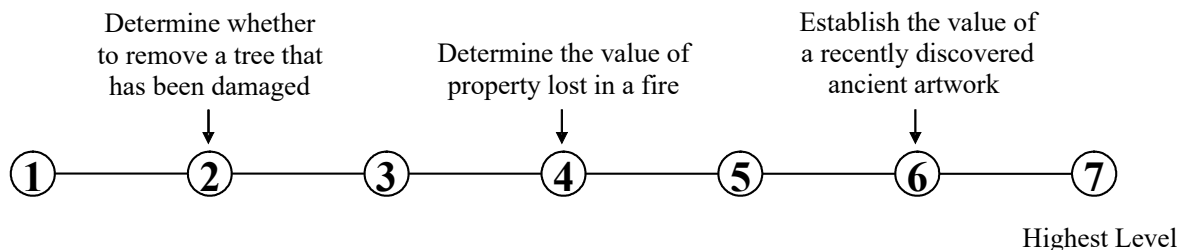
7. Evaluating Information to Determine Compliance with Standards

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

A. How important is EVALUATING INFORMATION TO DETERMINE COMPLIANCE WITH STANDARDS to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of EVALUATING INFORMATION TO DETERMINE COMPLIANCE WITH STANDARDS is needed to perform *your current job*?

Review forms for completeness → ①

Evaluate a complicated insurance claim for compliance with policy terms → ④

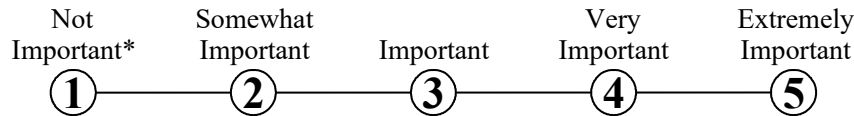Make a ruling in court on a complicated motion → ⑥

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
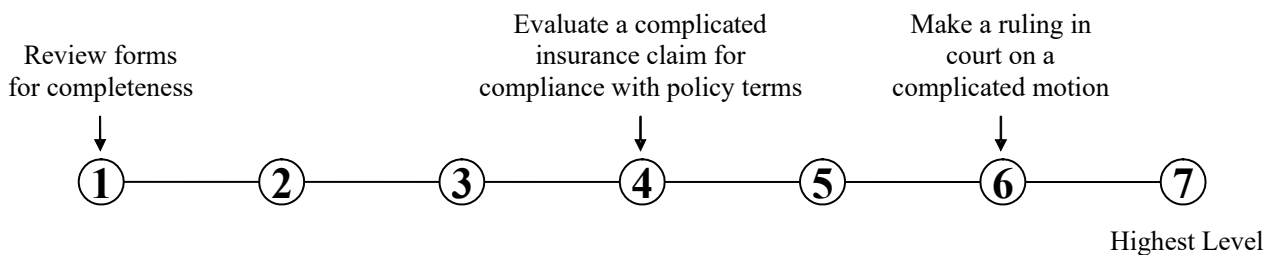
8. Processing Information

Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

A. How important is PROCESSING INFORMATION to the performance of *your current job*?
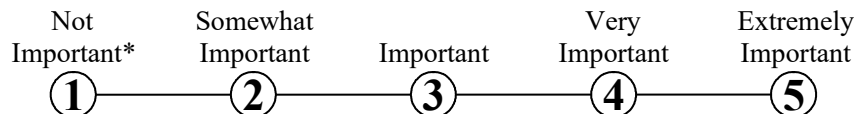
Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of PROCESSING INFORMATION is needed to perform *your current job*?

Calculate the costs for shipping packages → ②

Calculate the adjustments for insurance claims → ④

Compile data for a complex scientific report → ⑥

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
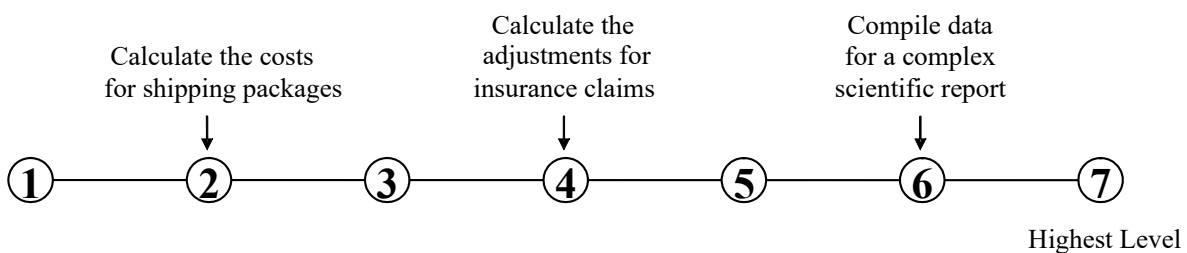
9. Analyzing Data or Information

Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

A. How <u>important</u> is ANALYZING DATA OR INFORMATION to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
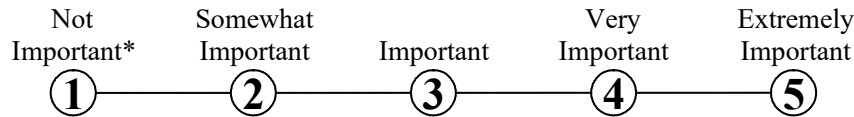
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of ANALYZING DATA OR INFORMATION is needed to perform *your current job*?

Skim a short article to gather the main point ↓ (1)

Determine the interest cost to finance a new building ↓ (4)

Analyze the cost of medical care services for all hospitals in the country ↓ (6)

① ——— ② ——— ③ ——— ④ ——— ⑤ ——— ⑥ ——— ⑦

Highest Level
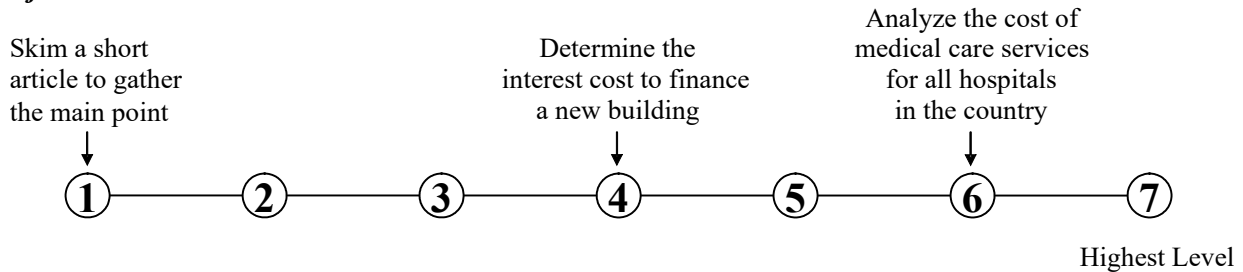
10. Making Decisions and Solving Problems

Analyzing information and evaluating results to choose the best solution and solve problems.

A. How <u>important</u> is MAKING DECISIONS AND SOLVING PROBLEMS to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
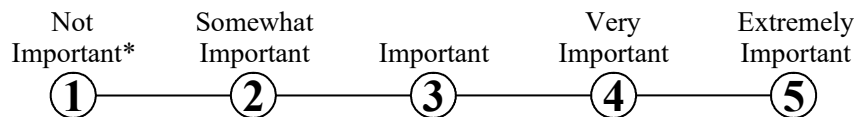
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of MAKING DECISIONS AND SOLVING PROBLEMS is needed to perform *your current job*?

Determine the meal selection for a cafeteria ↓ (2)

Select the location for a major retail store ↓ (4)

Make the final decision about a company's 5-year plan ↓ (6)

① ——— ② ——— ③ ——— ④ ——— ⑤ ——— ⑥ ——— ⑦

Highest Level
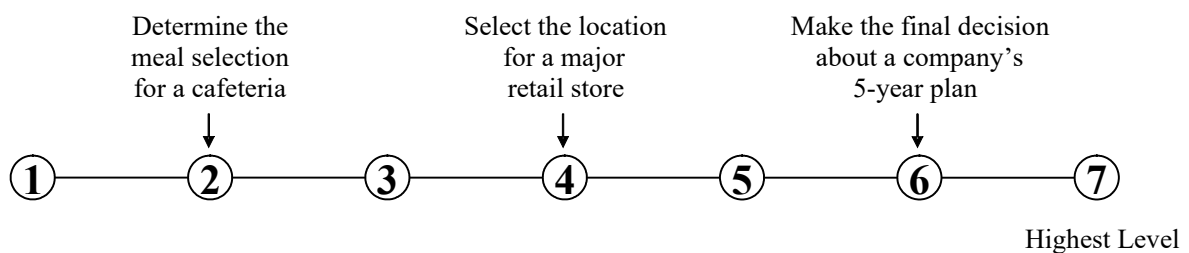
11. Thinking Creatively

Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

A. How <u>important</u> is THINKING CREATIVELY to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
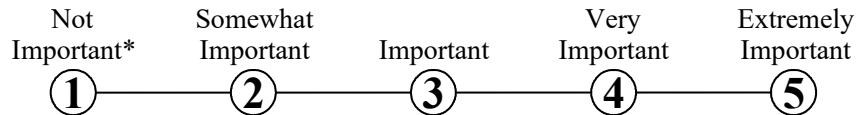
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of THINKING CREATIVELY is needed to perform *your current job*?

Change the spacing on a printed report			Adapt popular music for a high school band		Create new computer software	
↓			↓		↓	
①	②	③	④	⑤	⑥	⑦

Highest Level
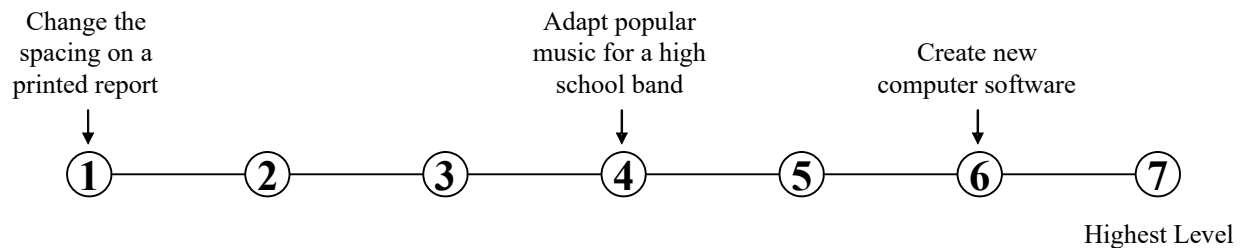
12. Updating and Using Relevant Knowledge

Keeping up-to-date technically and applying new knowledge to your job.

A. How <u>important</u> is UPDATING AND USING RELEVANT KNOWLEDGE to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
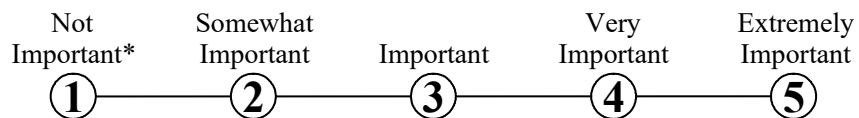
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of UPDATING AND USING RELEVANT KNOWLEDGE is needed to perform *your current job*?

	Keep up with price changes in a small retail store		Keep current on changes in maintenance procedures for repairing sports cars		Learn information related to a complex and rapidly changing technology	
	↓		↓		↓	
①	②	③	④	⑤	⑥	⑦

Highest Level
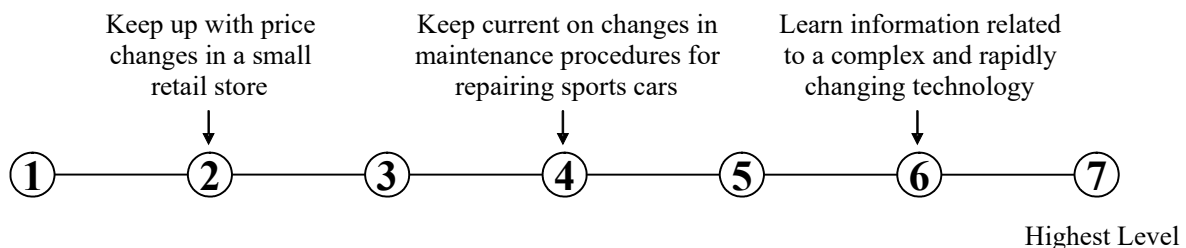
13. Developing Objectives and Strategies

Establishing long-range objectives and specifying the strategies and actions to achieve them.

A. How <u>important</u> is DEVELOPING OBJECTIVES AND STRATEGIES to the performance of *your current job*?
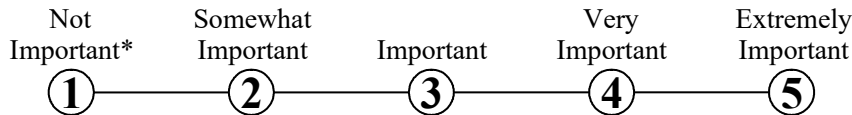
	Not Important*	Somewhat Important	Important	Very Important	Extremely Important
	①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of DEVELOPING OBJECTIVES AND STRATEGIES is needed to perform *your current job*?

Plan the holiday schedule for an airline workforce ↓ (2)

Develop the plan to complete the merger of two organizations over a 3-year period ↓ (4)

Develop a 10-year business plan for an organization ↓ (6)

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
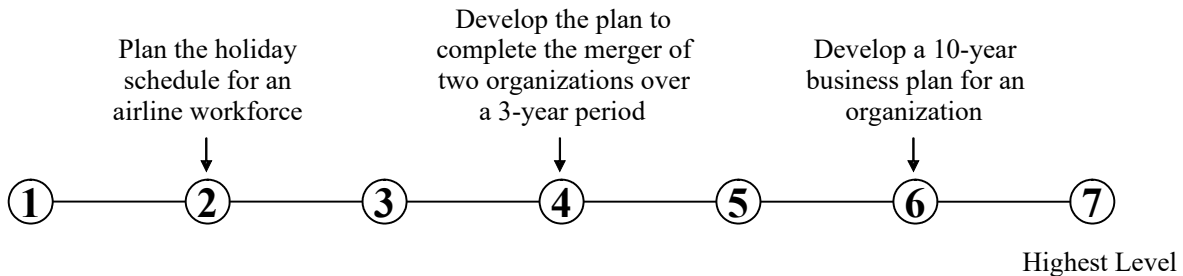
14. Scheduling Work and Activities

Scheduling events, programs, and activities, as well as the work of others.

A. How <u>important</u> is SCHEDULING WORK AND ACTIVITIES to the performance of *your current job*?

	Not Important*	Somewhat Important	Important	Very Important	Extremely Important
	①	②	③	④	⑤
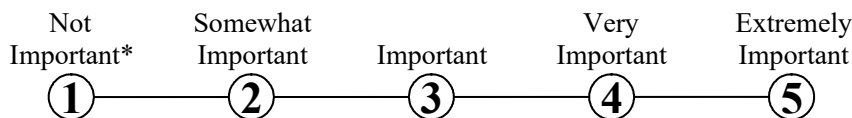
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of SCHEDULING WORK AND ACTIVITIES is needed to perform *your current job*?

Make appointments for patients using a predetermined schedule ↓ (2)

Prepare the work schedule for salesclerks in a large retail store ↓ (4)

Schedule a complex conference program with multiple, parallel sessions ↓ (6)

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
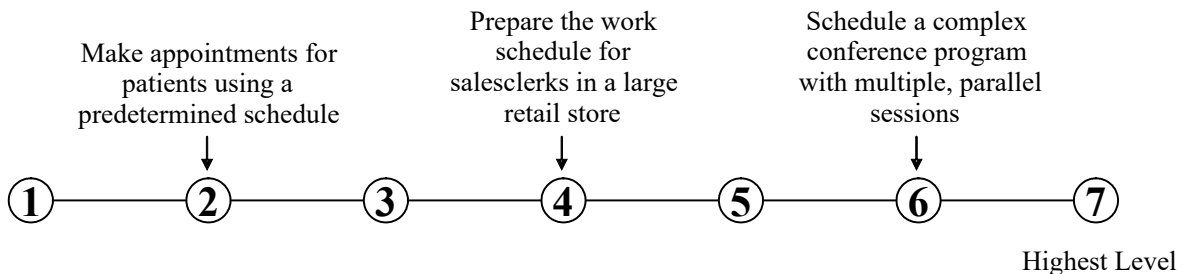
15. Organizing, Planning, and Prioritizing Work

Developing specific goals and plans to prioritize, organize, and accomplish your work.

A. How <u>important</u> is ORGANIZING, PLANNING, AND PRIORITIZING WORK to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
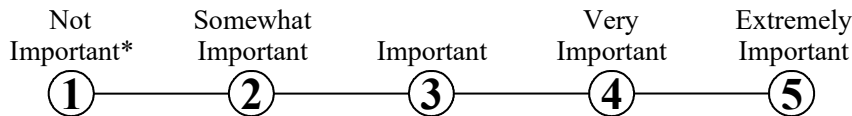
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of ORGANIZING, PLANNING, AND PRIORITIZING WORK is needed to perform *your current job*?

Organize a work schedule that is repetitive and easy to plan ↓ (2)

Plan and adjust a personal to-do list according to changing demands ↓ (4)

Prioritize and plan multiple tasks several months ahead ↓ (6)

① —— ② —— ③ —— ④ —— ⑤ —— ⑥ —— ⑦

Highest Level

16. Performing General Physical Activities

Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials.

A. How <u>important</u> is PERFORMING GENERAL PHYSICAL ACTIVITIES to the performance of *your current job*?
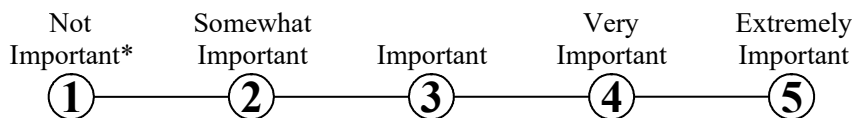
Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of PERFORMING GENERAL PHYSICAL ACTIVITIES is needed to perform *your current job*?
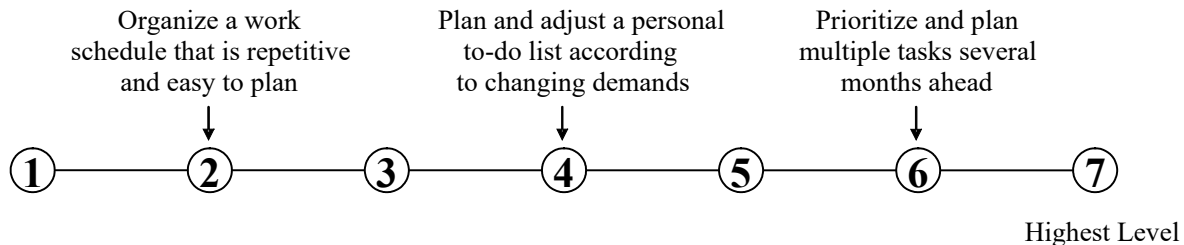
Walk between workstations in a small office ↓ (1)

Paint the outside of a house ↓ (4)

Climb up and down poles to install electricity ↓ (6)

① —— ② —— ③ —— ④ —— ⑤ —— ⑥ —— ⑦

Highest Level
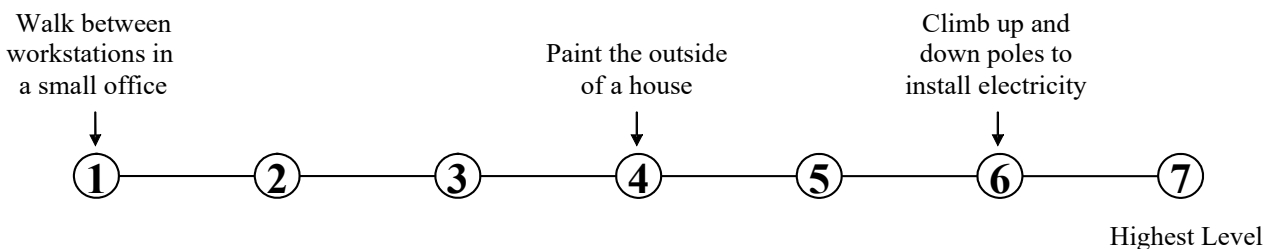
17. Handling and Moving Objects

Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

A. How <u>important</u> is HANDLING AND MOVING OBJECTS to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	**②**	**③**	**④**	**⑤**
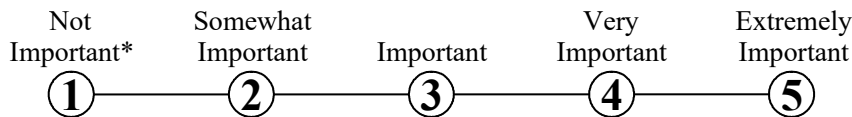
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of HANDLING AND MOVING OBJECTS is needed to perform *your current job*?

	Change settings on copy machines		Arrange books in a library		Load boxes on an assembly line	
	↓		↓		↓	
①	②	③	④	⑤	⑥	⑦

Highest Level
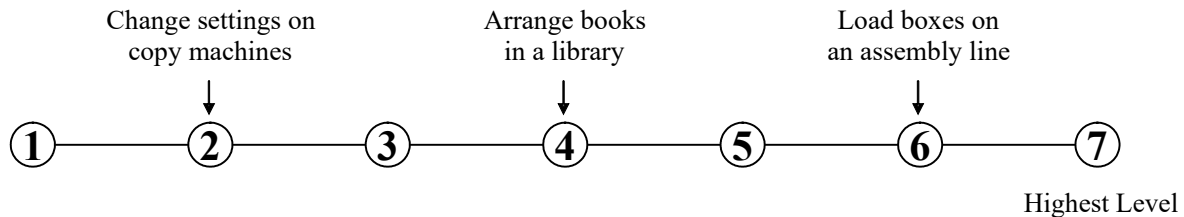
18. Controlling Machines and Processes

Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

A. How <u>important</u> is CONTROLLING MACHINES AND PROCESSES to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	**②**	**③**	**④**	**⑤**
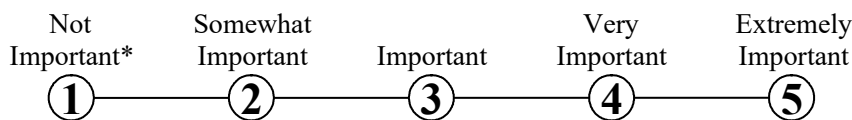
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of CONTROLLING MACHINES AND PROCESSES is needed to perform *your current job*?

	Operate a cash register		Operate a drilling rig		Operate a precision milling machine	
	↓		↓		↓	
①	②	③	④	⑤	⑥	⑦

Highest Level
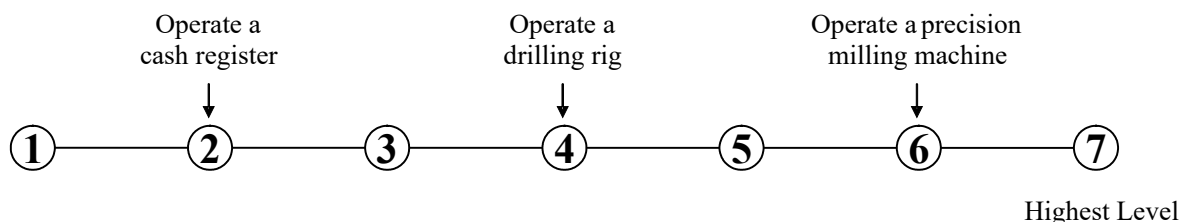
19. Working with Computers

Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

A. How important is WORKING WITH COMPUTERS to the performance of *your current job*?
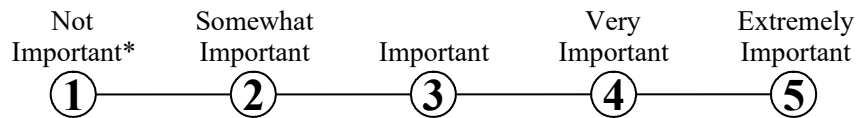
Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of WORKING WITH COMPUTERS is needed to perform *your current job*?
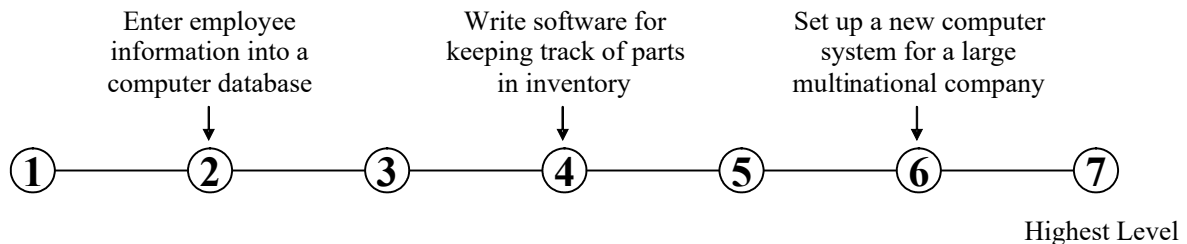
	Enter employee information into a computer database		Write software for keeping track of parts in inventory		Set up a new computer system for a large multinational company	
	↓		↓		↓	
①	②	③	④	⑤	⑥	⑦

Highest Level

20. Operating Vehicles, Mechanized Devices, or Equipment

Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or watercraft.

A. How important is OPERATING VEHICLES, MECHANIZED DEVICES, OR EQUIPMENT to the performance of *your current job*?
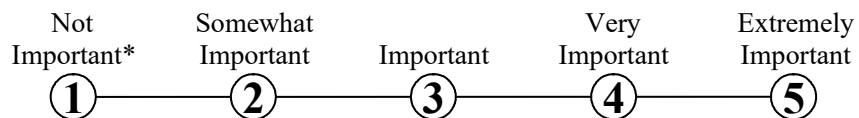
Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of OPERATING VEHICLES, MECHANIZED DEVICES, OR EQUIPMENT is needed to perform *your current job*?

	Drive a car		Drive an 18-wheel tractor-trailer		Hover a helicopter in strong wind	
	↓		↓		↓	
①	②	③	④	⑤	⑥	⑦

Highest Level
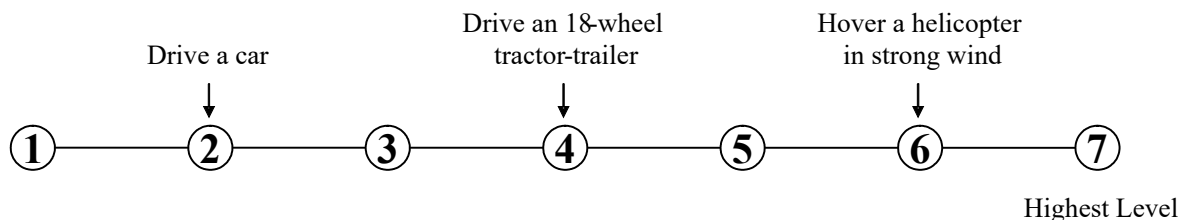
21. Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment

Providing documentation, detailed instructions, drawings, or specifications to tell others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used.

A. How important is DRAFTING, LAYING OUT, AND SPECIFYING TECHNICAL DEVICES, PARTS, AND EQUIPMENT to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
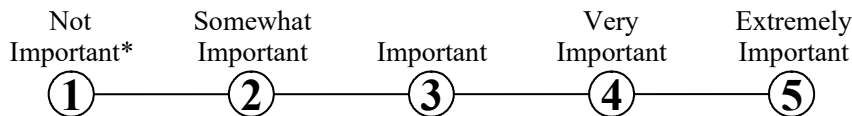
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of DRAFTING, LAYING OUT, AND SPECIFYING TECHNICAL DEVICES, PARTS, AND EQUIPMENT is needed to perform *your current job*?
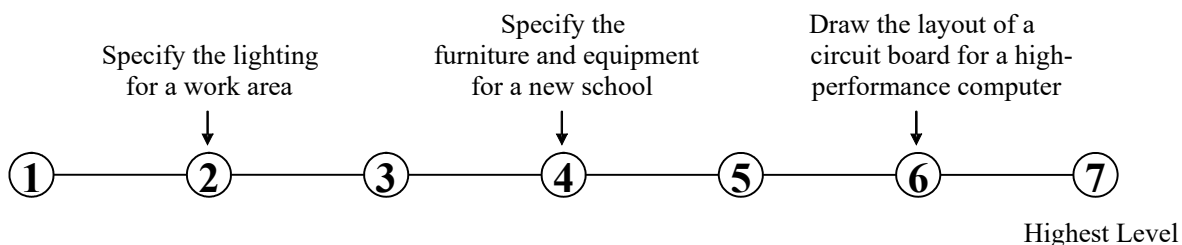
Specify the lighting for a work area → 2

Specify the furniture and equipment for a new school → 4

Draw the layout of a circuit board for a high-performance computer → 6

① —— ② —— ③ —— ④ —— ⑤ —— ⑥ —— ⑦

Highest Level

22. Repairing and Maintaining Mechanical Equipment

Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.

A. How important is REPAIRING AND MAINTAINING MECHANICAL EQUIPMENT to the performance of *your current job*?
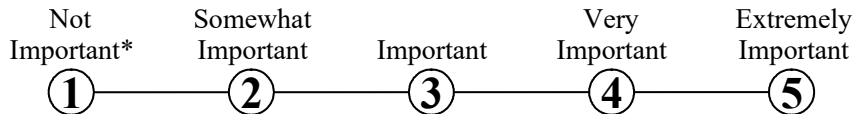
Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of REPAIRING AND MAINTAINING MECHANICAL EQUIPMENT is needed to perform *your current job*?

Make simple, external adjustments to a door hinge with ordinary hand tools → 2

Change the oil on a tractor → 4

Overhaul a power plant turbine → 6

① —— ② —— ③ —— ④ —— ⑤ —— ⑥ —— ⑦

Highest Level
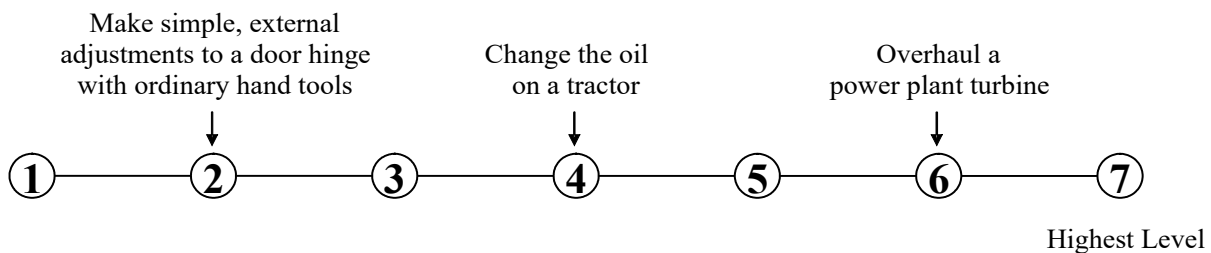
23. Repairing and Maintaining Electronic Equipment

Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.

A. How important is REPAIRING AND MAINTAINING ELECTRONIC EQUIPMENT to the performance of *your current job*?
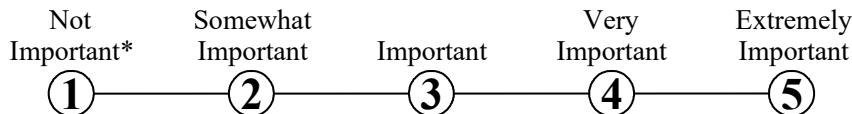
Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of REPAIRING AND MAINTAINING ELECTRONIC EQUIPMENT is needed to perform *your current job*?

Use display settings to adjust a television picture → (at 1)

Make repairs by removing and replacing circuit boards → (at 4)

Use complex test equipment to calibrate electronic equipment → (at 6)

① —— ② —— ③ —— ④ —— ⑤ —— ⑥ —— ⑦

Highest Level
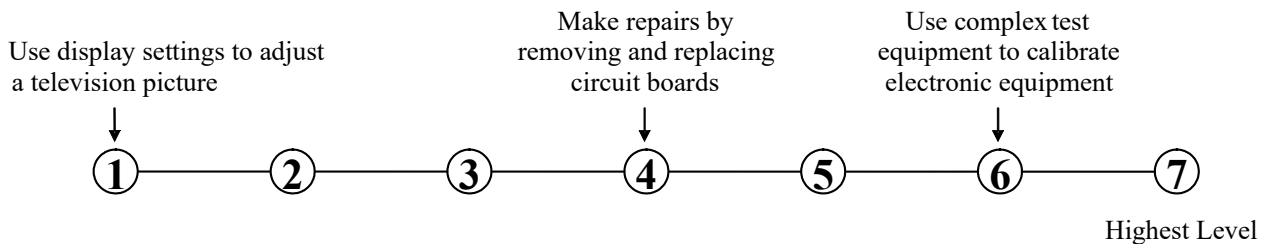
24. Documenting/Recording Information

Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

A. How important is DOCUMENTING/RECORDING INFORMATION to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
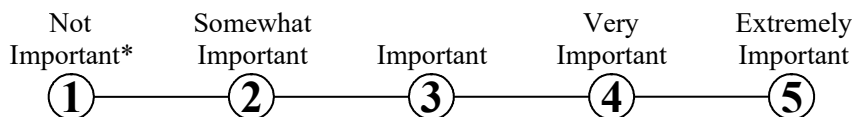
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of DOCUMENTING/RECORDING INFORMATION is needed to perform *your current job*?

Record the weight of a patient during a routine health exam → (at 2)

Document the results of a crime scene investigation → (at 4)

Maintain information about the use of satellites for industry communications → (at 6)

① —— ② —— ③ —— ④ —— ⑤ —— ⑥ —— ⑦

Highest Level
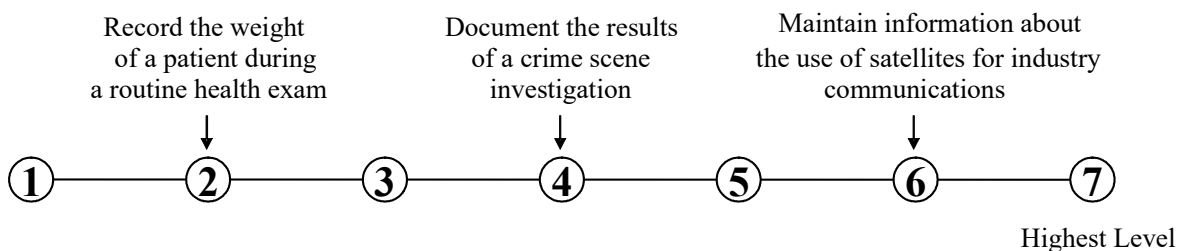
25. Interpreting the Meaning of Information for Others

Translating or explaining what information means and how it can be used.

A. How <u>important</u> is INTERPRETING THE MEANING OF INFORMATION FOR OTHERS to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
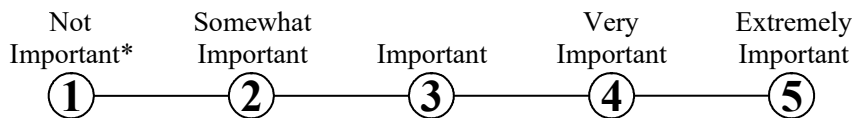
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of INTERPRETING THE MEANING OF INFORMATION FOR OTHERS is needed to perform *your current job*?

Interpret a blood pressure reading → (at 1)

Interpret how foreign tax laws apply to U.S. exports → (at 4)

Interpret a complex experiment in physics for general audiences → (at 6)

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
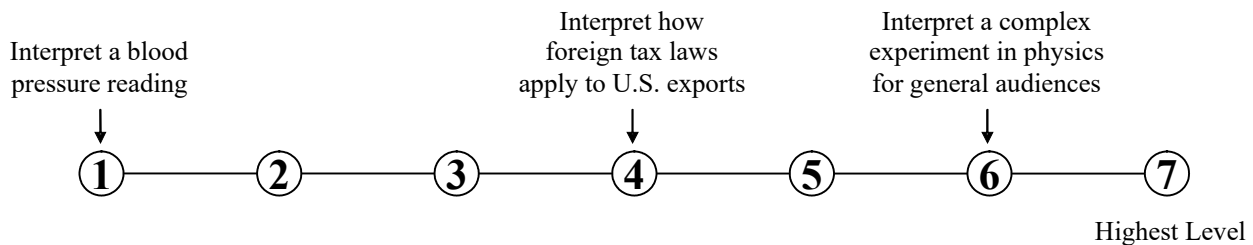
26. Communicating with Supervisors, Peers, or Subordinates

Providing information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person.

A. How <u>important</u> is COMMUNICATING WITH SUPERVISORS, PEERS, OR SUBORDINATES to the performance of *your current job*?
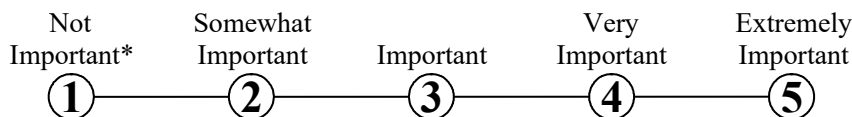
Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of COMMUNICATING WITH SUPERVISORS, PEERS, OR SUBORDINATES is needed to perform *your current job*?

Write brief messages to others → (at 1)

Report the results of a sales meeting to a supervisor → (at 4)

Create and deliver a presentation on a company's internal policies → (at 6)

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
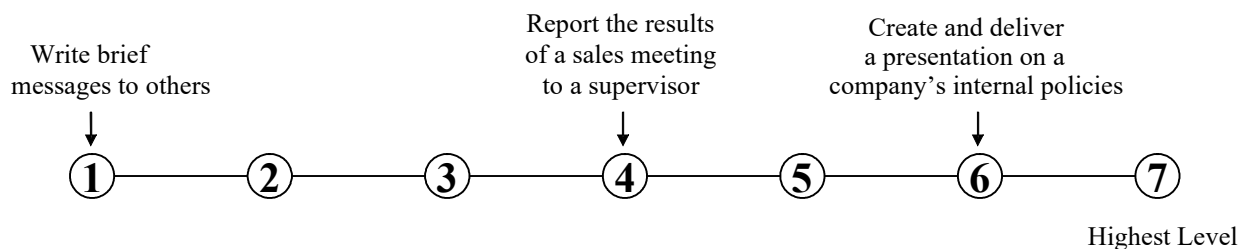
27. Communicating with People Outside the Organization

Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

A. How <u>important</u> is COMMUNICATING WITH PEOPLE OUTSIDE THE ORGANIZATION to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of COMMUNICATING WITH PEOPLE OUTSIDE THE ORGANIZATION is needed to perform *your current job*?

Have little contact with people outside the organization ↓ (1)

Present information to potential clients about available services ↓ (4)

Prepare or deliver press releases ↓ (6)

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
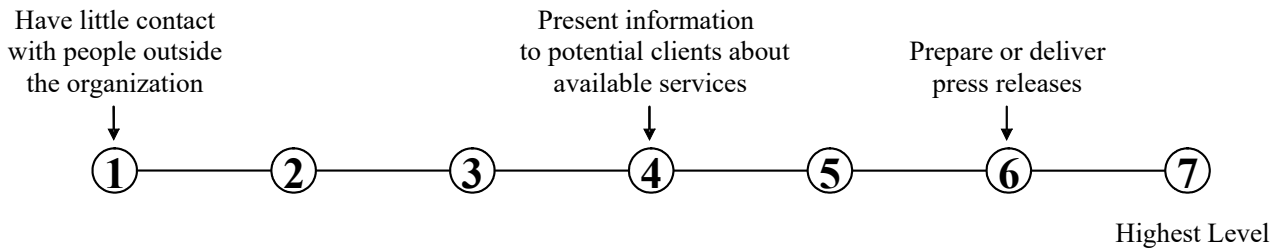
28. Establishing and Maintaining Interpersonal Relationships
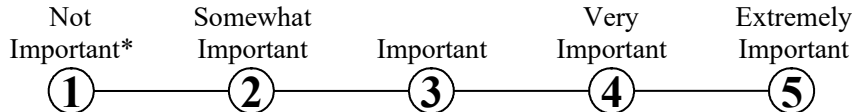
Developing constructive and cooperative working relationships with others and maintaining them over time.

A. How <u>important</u> is ESTABLISHING AND MAINTAINING INTERPERSONAL RELATIONSHIPS to the performance of *your current job*?
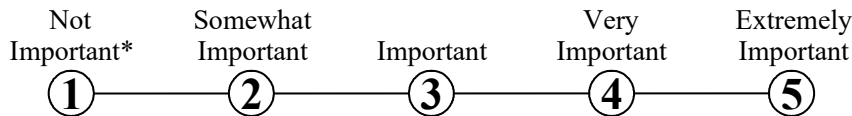
Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of ESTABLISHING AND MAINTAINING INTERPERSONAL RELATIONSHIPS is needed to perform *your current job*?

Exchange greetings with a coworker ↓ (1)

Maintain good working relationships with almost all coworkers and clients ↓ (4)

Gain cooperation from a diverse group of executives with competing interests ↓ (7)

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
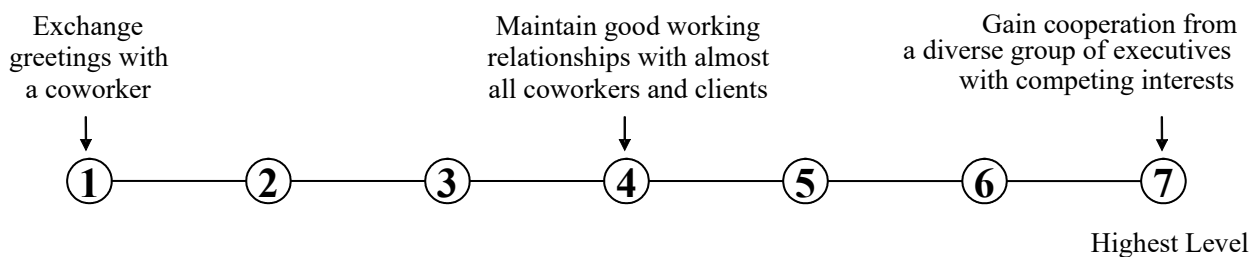
29. Assisting and Caring for Others

Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

A. How <u>important</u> is ASSISTING AND CARING FOR OTHERS to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of ASSISTING AND CARING FOR OTHERS is needed to perform *your current job*?

Help a coworker complete an assignment → (at 2)

Help a medical patient find in-home assistance or healthcare → (at 4)

Care for seriously injured persons in an emergency room → (at 6)

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
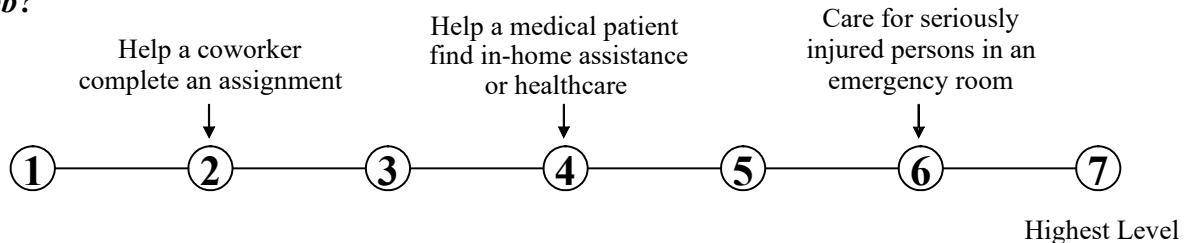
30. Selling or Influencing Others

Convincing others to buy merchandise/goods or to otherwise change their minds or actions.

A. How <u>important</u> is SELLING OR INFLUENCING OTHERS to the performance of *your current job*?

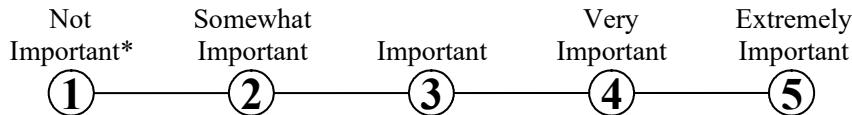| Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
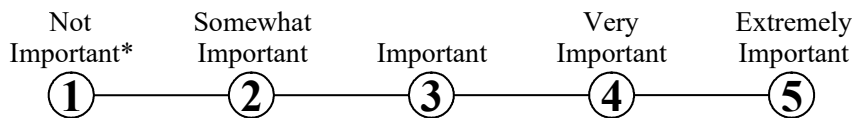
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of SELLING OR INFLUENCING OTHERS is needed to perform *your current job*?

Convince a coworker to assist with an assignment → (at 1)

Make a sales pitch to convince others to buy a product → (at 4)

Deliver a major sales campaign in a new market → (at 6)

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
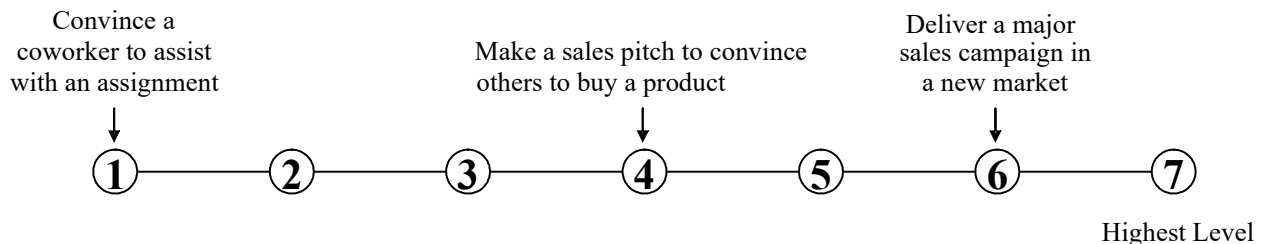
31. Resolving Conflicts and Negotiating with Others

Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

A. How <u>important</u> is RESOLVING CONFLICTS AND NEGOTIATING WITH OTHERS to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
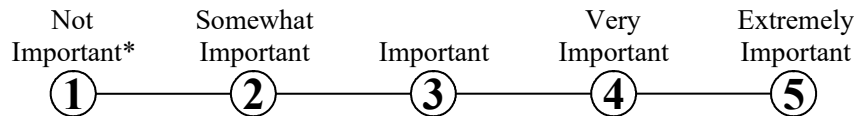
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of RESOLVING CONFLICTS AND NEGOTIATING WITH OTHERS is needed to perform *your current job*?

	Apologize to a customer who complains about waiting too long		Get two subordinates to agree about vacation schedules			Negotiate a major labor-management contract
①	②	③	④	⑤	⑥	⑦

Highest Level
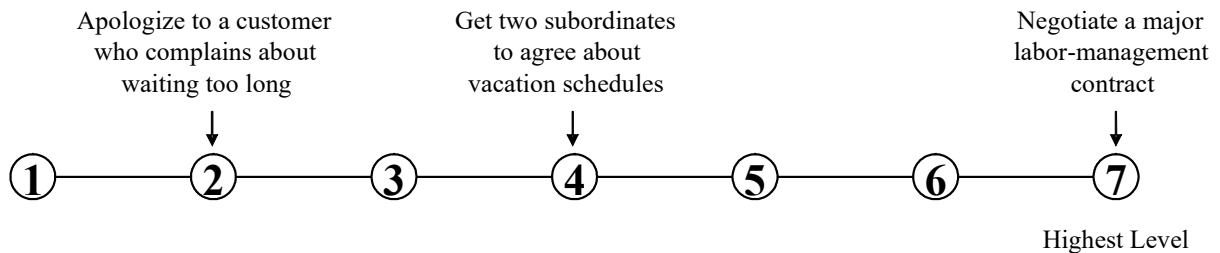
32. Performing for or Working Directly with the Public

Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

A. How <u>important</u> is PERFORMING FOR OR WORKING DIRECTLY WITH THE PUBLIC to the performance of *your current job*?
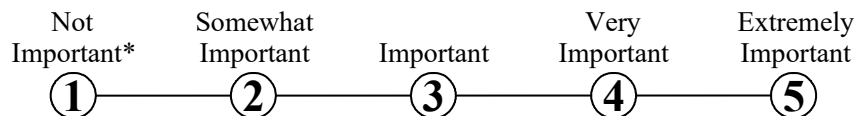
Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of PERFORMING FOR OR WORKING DIRECTLY WITH THE PUBLIC is needed to perform *your current job*?

Check tickets at a concert			Sell shoes in a crowded shoe store		Perform a monologue on TV	
①	②	③	④	⑤	⑥	⑦

Highest Level
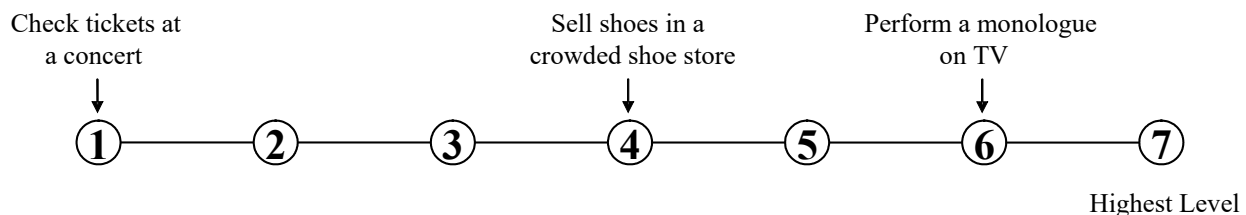
33. Coordinating the Work and Activities of Others

Getting members of a group to work together to accomplish tasks.

A. How <u>important</u> is COORDINATING THE WORK AND ACTIVITIES OF OTHERS to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
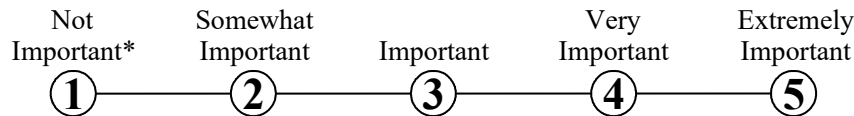
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of COORDINATING THE WORK AND ACTIVITIES OF OTHERS is needed to perform *your current job*?

Exchange information during a shift change → ②

Organize the cleanup crew after a major sporting event → ④

Act as general contractor for building a large industrial complex → ⑦

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
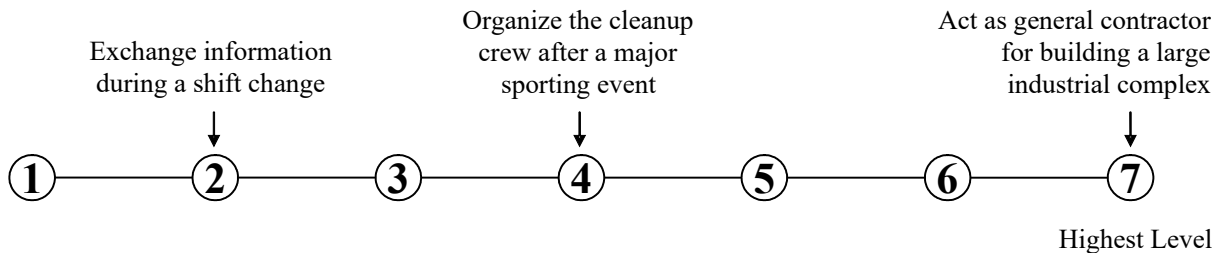
34. Developing and Building Teams

Encouraging and building mutual trust, respect, and cooperation among team members.

A. How <u>important</u> is DEVELOPING AND BUILDING TEAMS to the performance of *your current job*?
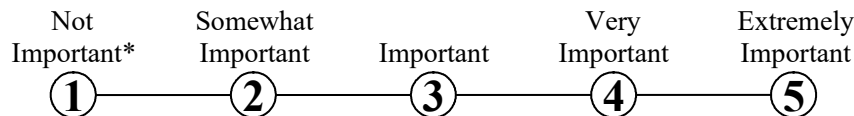
Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of DEVELOPING AND BUILDING TEAMS is needed to perform *your current job*?

Encourage two coworkers to stick with a tough assignment → ①

Lead an assembly team in an automobile plant → ④

Lead a large team to design and build a new aircraft → ⑥

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
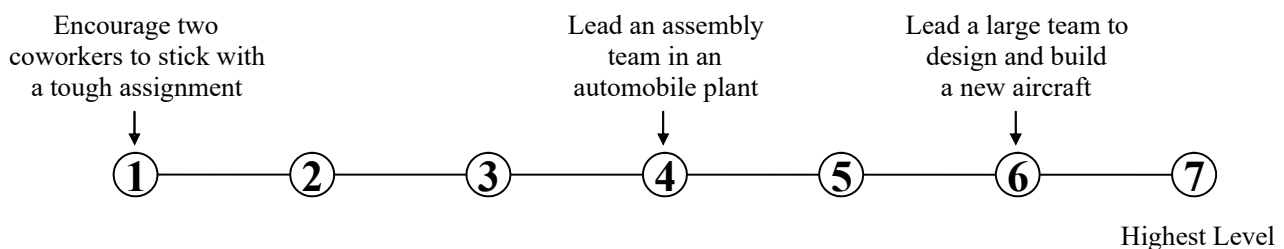
35. Training and Teaching Others

Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

A. How <u>important</u> is TRAINING AND TEACHING OTHERS to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
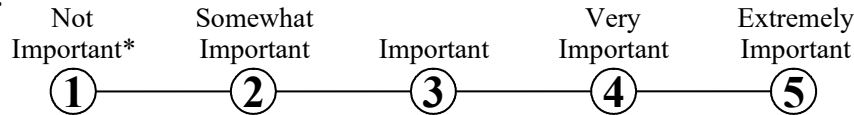
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of TRAINING AND TEACHING OTHERS is needed to perform *your current job*?

Give coworkers brief instructions on a simple procedural change ↓ (2)

Teach a social sciences course to high school students ↓ (4)

Develop and conduct training programs for a medical school ↓ (6)

① —— ② —— ③ —— ④ —— ⑤ —— ⑥ —— ⑦

Highest Level
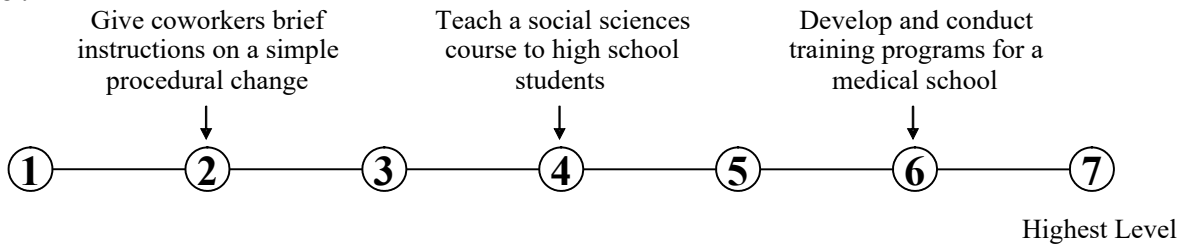
36. Guiding, Directing, and Motivating Subordinates

Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.

A. How <u>important</u> is GUIDING, DIRECTING, AND MOTIVATING SUBORDINATES to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
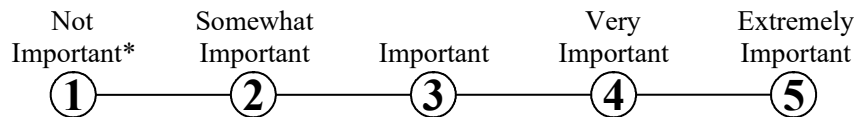
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of GUIDING, DIRECTING, AND MOTIVATING SUBORDINATES is needed to perform *your current job*?

Work occasionally as a backup supervisor ↓ (2)

Manage a small team of employees in a dynamic workplace ↓ (4)

Manage a severely downsized unit ↓ (7)

① —— ② —— ③ —— ④ —— ⑤ —— ⑥ —— ⑦

Highest Level
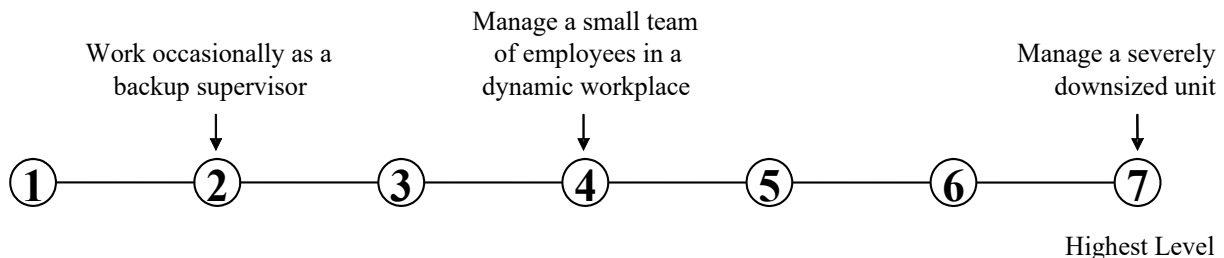
37. Coaching and Developing Others

Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

A. How <u>important</u> is COACHING AND DEVELOPING OTHERS to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
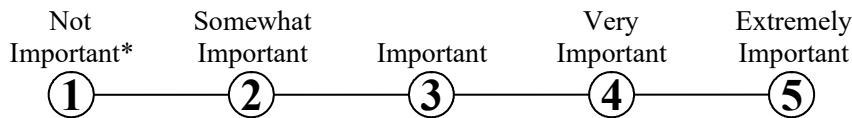
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of COACHING AND DEVELOPING OTHERS is needed to perform *your current job*?

Show a coworker how to operate a piece of equipment → ②

Provide on-the-job training for administrative workers → ④

Coach a college athletic team → ⑥

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
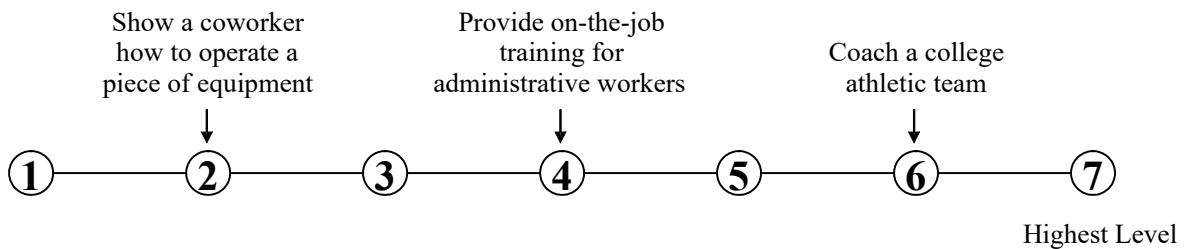
38. Providing Consultation and Advice to Others

Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.

A. How <u>important</u> is PROVIDING CONSULTATION AND ADVICE TO OTHERS to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
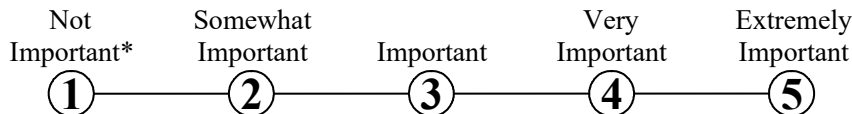
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of PROVIDING CONSULTATION AND ADVICE TO OTHERS is needed to perform *your current job*?

Work in a position that requires little advising of others → ①

Recommend a new software package to increase operational efficiency → ④

Provide ideas for changing an organization to increase profitability → ⑦

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
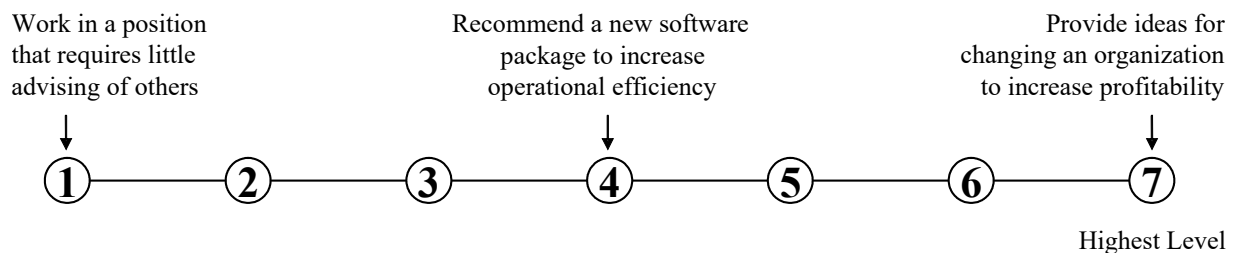
39. Performing Administrative Activities

Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

A. How <u>important</u> is PERFORMING ADMINISTRATIVE ACTIVITIES to the performance of *your current job*?
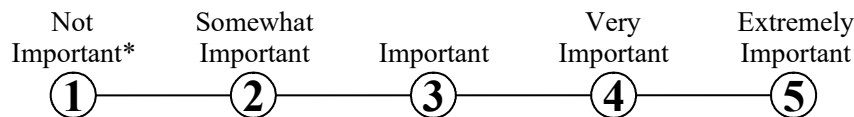
Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of PERFORMING ADMINISTRATIVE ACTIVITIES is needed to perform *your current job*?

Complete routine paperwork → (at 2)

Complete tax forms for a small business → (at 4)

Serve as the benefits director for a large computer sales organization → (at 6)

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
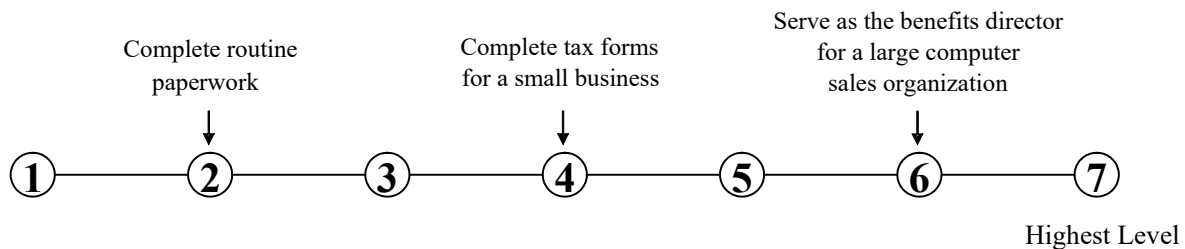
40. Staffing Organizational Units

Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.

A. How <u>important</u> is STAFFING ORGANIZATIONAL UNITS to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤
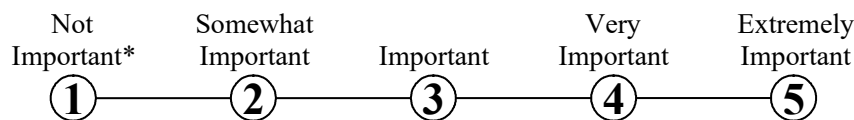
* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of STAFFING ORGANIZATIONAL UNITS is needed to perform *your current job*?

Work in a position that has minimal staffing requirements → (at 1)

Interview candidates for a sales position and make hiring recommendations → (at 4)

Direct a recruiting program for a large international organization → (at 7)

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level

41. Monitoring and Controlling Resources

Monitoring and controlling resources and overseeing the spending of money.

A. How <u>important</u> is MONITORING AND CONTROLLING RESOURCES to the performance of *your current job*?
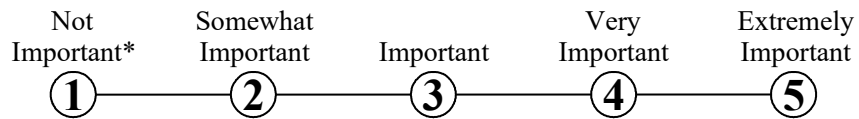
Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of MONITORING AND CONTROLLING RESOURCES is needed to perform *your current job*?

Work as a server responsible for keeping track of utensils ↓ (2)

Work as a chef responsible for ordering food for the menu ↓ (4)

Serve as a financial executive in charge of a large company's budget ↓ (6)

① — ② — ③ — ④ — ⑤ — ⑥ — ⑦

Highest Level
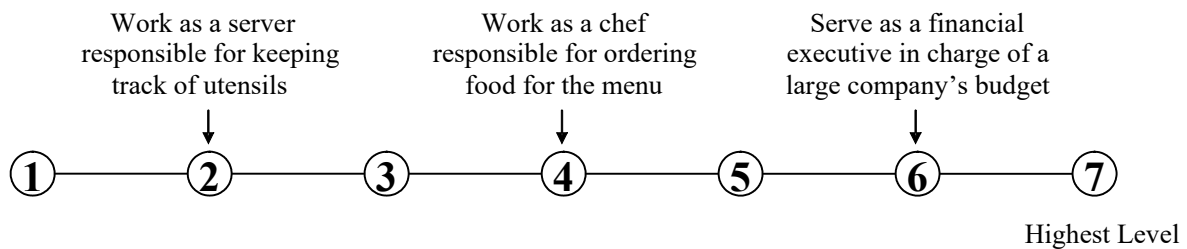
Specific Tasks Performed on Your Job

Instructions: Please read the following position description and then answer the question that follows it by marking an X in the appropriate box below.

> **Registered Nurses**
> Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.

Which of the following best describes how closely this description matches the duties and responsibilities of your current job?

☐   It describes almost exactly what I do.

☐   Most of it matches, but there are a few things that don't match what I do.

☐   Some things match, but most of it does not match what I do.

☐   It does not at all describe what I do.

Please proceed to the next page.

Instructions: The next section presents a list of tasks. A task is an action or set of actions performed together to accomplish an objective. This list is specific to the job you are describing.

For each task, please make the following three ratings: **Relevance, Frequency,** and **Importance.** These ratings are described as follows:

RELEVANCE. If the task is NOT RELEVANT at all to performance on the job, mark through the "0" in the NOT RELEVANT column. Carefully read the task before deciding whether it is RELEVANT or NOT RELEVANT to this job. If you select the "0" in the NOT RELEVANT column, however, there is no need to complete the IMPORTANCE and FREQUENCY ratings described below. If the task is part of this job, rate IMPORTANCE and FREQUENCY.

FREQUENCY. (Do not complete if NOT RELEVANT was selected.) Ask yourself, "How often is this task performed on this job?" For example, "Interact with potential customers" is a task that an employee in one job might perform only "once per week or less," but an employee in another job might perform "hourly or more often."

Rate the FREQUENCY with which a task is performed by marking through the appropriate number, from 1 (indicating that the task is performed once per year or less often) to 7 (indicating that the task is performed hourly or more often) on the FREQUENCY scale.

IMPORTANCE. (Do not complete if NOT RELEVANT was selected.) Ask yourself, "How important is this task to performance on this job?" For example, "Develop objectives and strategies to guide the organization" might be very important for an employee in one job, but less important for another job. For the second job, however, "Provide performance feedback to subordinates" might be very important.

Rate importance of the task for performance on the job by marking through the appropriate number, from 1 (indicating that the task is of no importance) to 5 (indicating that the task is extremely important) on the IMPORTANCE scale.

Please proceed to the next page.

		Frequency	**Importance**
	Not Relevant	Once per year or less / More than once per year / More than once per month / More than once per week / Daily / Several Times per day / Hourly or more often	Not Important / Somewhat Important / Important / Very Important / Extremely Important
1. Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care plans.	0	1 2 3 4 5 6 7	1 2 3 4 5
2. Maintain accurate, detailed reports and records.	0	1 2 3 4 5 6 7	1 2 3 4 5
3. Modify patient treatment plans as indicated by patients' responses and conditions.	0	1 2 3 4 5 6 7	1 2 3 4 5
4. Monitor all aspects of patient care, including diet and physical activity.	0	1 2 3 4 5 6 7	1 2 3 4 5
5. Monitor, record and report symptoms and changes in patients' conditions.	0	1 2 3 4 5 6 7	1 2 3 4 5
6. Observe nurses and visit patients to ensure that proper nursing care is provided.	0	1 2 3 4 5 6 7	1 2 3 4 5
7. Prepare patients for, and assist with, examinations and treatments.	0	1 2 3 4 5 6 7	1 2 3 4 5
8. Prepare rooms, sterile instruments, equipment and supplies, and ensure that stock of supplies is maintained.	0	1 2 3 4 5 6 7	1 2 3 4 5

Frequency   Importance

	Not Relevant	Once per year or less	More than once per year	More than once per month	More than once per week	Daily	Several Times per day	Hourly or more often		Not Important	Somewhat Important	Important	Very Important	Extremely Important
9. Provide health care, first aid, immunizations and assistance in convalescent and rehabilitation in locations such as schools, hospitals and industry.	0	1	2	3	4	5	6	7		1	2	3	4	5
10. Record patients' medical information and vital signs.	0	1	2	3	4	5	6	7		1	2	3	4	5
11. Assess the needs of individuals, families and/or communities, including assessment of individuals' home and/or work environments to identify potential health or safety problems.	0	1	2	3	4	5	6	7		1	2	3	4	5
12. Conduct specified laboratory tests.	0	1	2	3	4	5	6	7		1	2	3	4	5
13. Consult with institutions or associations regarding issues and concerns relevant to the practice and profession of nursing.	0	1	2	3	4	5	6	7		1	2	3	4	5
14. Direct and supervise less skilled nursing/health care personnel, or supervise a particular unit on one shift.	0	1	2	3	4	5	6	7		1	2	3	4	5
15. Hand items to surgeons during operations.	0	1	2	3	4	5	6	7		1	2	3	4	5

		Frequency							Importance				
	Not Relevant	Once per year or less	More than once per year	More than once per month	More than once per week	Daily	Several Times per day	Hourly or more often	Not Important	Somewhat Important	Important	Very Important	Extremely Important
16. Instruct individuals, families and other groups on topics such as health education, disease prevention and childbirth, and develop health improvement programs.	0	1	2	3	4	5	6	7	1	2	3	4	5
17. Order, interpret, and evaluate diagnostic tests to identify and assess patient's condition.	0	1	2	3	4	5	6	7	1	2	3	4	5
18. Prescribe or recommend drugs, medical devices or other forms of treatment, such as physical therapy, inhalation therapy, or related therapeutic procedures.	0	1	2	3	4	5	6	7	1	2	3	4	5
19. Provide or arrange for training/instruction of auxiliary personnel or students.	0	1	2	3	4	5	6	7	1	2	3	4	5
20. Refer students or patients to specialized health resources or community agencies furnishing assistance.	0	1	2	3	4	5	6	7	1	2	3	4	5
21. Work with individuals, groups, and families to plan and implement programs designed to improve the overall health of communities.	0	1	2	3	4	5	6	7	1	2	3	4	5

		Frequency									Importance				
	Not Relevant	Once per year or less	More than once per year	More than once per month	More than once per week	Daily	Several Times per day	Hourly or more often			Not Important	Somewhat Important	Important	Very Important	Extremely Important

22. Administer local, inhalation, intravenous, and other anesthetics.
0   1 2 3 4 5 6 7   1 2 3 4 5

23. Contract independently to render nursing care, usually to one patient, in hospital or private home.
0   1 2 3 4 5 6 7   1 2 3 4 5

24. Deliver infants and provide prenatal and postpartum care and treatment under obstetrician's supervision.
0   1 2 3 4 5 6 7   1 2 3 4 5

25. Direct and coordinate infection control programs, advising and consulting with specified personnel about necessary precautions.
0   1 2 3 4 5 6 7   1 2 3 4 5

26. Engage in research activities related to nursing.
0   1 2 3 4 5 6 7   1 2 3 4 5

27. Inform physician of patient's condition during anesthesia.
0   1 2 3 4 5 6 7   1 2 3 4 5

28. Perform administrative and managerial functions, such as taking responsibility for a unit's staff, budget, planning, and long-range goals.
0   1 2 3 4 5 6 7   1 2 3 4 5

	Not Relevant	**Frequency**							**Importance**				
		Once per year or less	More than once per year	More than once per month	More than once per week	Daily	Several Times per day	Hourly or more often	Not Important	Somewhat Important	Important	Very Important	Extremely Important
29. Perform physical examinations, make tentative diagnoses, and treat patients en route to hospitals or at disaster site triage centers.	0	1	2	3	4	5	6	7	1	2	3	4	5

Frequency

Importance

Additional Relevant Tasks	Not Relevant	Once per year or less	More than once per year	More than once per month	More than once per week	Daily	Several Times per day	Hourly or more often		Not Important	Somewhat Important	Important	Very Important	Extremely Important

Additional Relevant Tasks
Please write in additional relevant tasks and provide rating.

1. _____
_____
_____

2. _____
_____
_____

3. _____
_____
_____

4. _____
_____
_____

5. _____
_____
_____

Task	Not Relevant		Once per year or less	More than once per year	More than once per month	More than once per week	Daily	Several Times per day	Hourly or more often		Not Important	Somewhat Important	Important	Very Important	Extremely Important
1.	0		1	2	3	4	5	6	7		1	2	3	4	5
2.	0		1	2	3	4	5	6	7		1	2	3	4	5
3.	0		1	2	3	4	5	6	7		1	2	3	4	5
4.	0		1	2	3	4	5	6	7		1	2	3	4	5
5.	0		1	2	3	4	5	6	7		1	2	3	4	5

Information About You

Many workers are being asked to complete this survey. Your answers to these questions will help us know that workers with differing amounts of experience and different backgrounds are included.

Please read each question carefully and mark your answer by putting an **X** in the box beside your answer, or by writing an answer on the line provided.

1. **What is the title of your current job?** (PLEASE PRINT)

   _____

2. **For how long have you worked at this job?** (Mark one box)
   - [ ] Ten years or more
   - [ ] At least 6 years, but less than 10 years
   - [ ] At least 3 years, but less than 6 years
   - [ ] At least 1 year, but less than 3 years
   - [ ] At least 3 months, but less than 12 months
   - [ ] At least 1 month, but less than 3 months
   - [ ] Less than 1 month

3. **In your current job, are you employed by** (Mark one box)
   - [ ] Government
   - [ ] Private for-profit company
   - [ ] Nonprofit organization including tax exempt and charitable organizations
   - [ ] Self-employed
   - [ ] Family business

4. **If you are working in the family business, is this business incorporated?**

☐ Yes

☐ No

☐ Not working in a family business

5. **In what year were you born?** ___ ___ ___ ___

6. **Are you male or female?** (Mark one box)

☐ Male

☐ Female

7. **Are you Hispanic or Latino?** (Mark one box)

☐ Yes

☐ No

8. **What is your race?** (Mark one or more boxes)

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White

9. **Indicate the highest level of education that you have completed** (please check only one box):

☐ **Less than a High School Diploma**

☐ **High School Diploma** – or the equivalent (for example, GED)

☐ **Post-Secondary Certificate** - awarded for training completed after high school (for example, in agriculture or natural resources, computer services, personal or culinary services, engineering technologies, healthcare, construction trades, mechanic and repair technologies, or precision production)

☐ **Some College Courses**

☐ **Associate's Degree** (or other 2-year degree)

☐ **Bachelor's Degree**

☐ **Post-Baccalaureate Certificate** - awarded for completion of an organized program of study; designed for people who have completed a Baccalaureate degree but do not meet the requirements of academic degrees carrying the title of Master.

☐ **Master's Degree**

☐ **Post-Master's Certificate** - awarded for completion of an organized program of study; designed for people who have completed a Master's degree but do not meet the requirements of academic degrees at the doctoral level.

☐ **First Professional Degree** - awarded for completion of a program that
  o requires at least 2 years of college work before entrance into the program,
  o includes a total of at least 6 academic years of work to complete, and
  o provides all remaining academic requirements to begin practice in a profession.

☐ **Doctoral Degree**

☐ **Post-Doctoral Training**

		Yes	No

10. **Are you deaf or do you have serious difficulty hearing?** .... ☐ ☐

11. **Are you blind or do you have serious difficulty seeing even when wearing glasses?** .... ☐ ☐

12a. **Because of a physical, mental, or emotional condition, do you have serious difficulty concentrating, remembering, or making decisions?** .... ☐ ☐

   b. **Do you have serious difficulty walking or climbing stairs?** ..... ☐ ☐

   c. **Do you have difficulty dressing or bathing?** .... ☐ ☐

13. **Because of a physical, mental, or emotional condition, do you have difficulty doing errands alone such as visiting a doctor's office or shopping?** .... ☐ ☐

Your Professional Certifications

1.   **Please write the names of <u>job-related professional certifications</u> that you have earned:**

     a._____

     b._____

     c._____

     d._____

     e. _____

Your Apprenticeship Certificates

2.   **Please write the names of <u>job-related apprenticeship programs</u> that you have completed:**

     a._____

     b._____

     c._____

     d._____

     e._____

Thank you so much for your participation in the O*NET Data Collection Program. We appreciate the time and effort you have taken to answer these questions.

Please make any comments about the survey or the O*NET Data Collection Program in general in the space below.

Please return your completed questionnaire in the enclosed envelope to:

RTI Research Operations Center
5265 Capital Blvd
Raleigh, NC 27616-2925

Prefer to complete this
questionnaire online?
LOG INTO:
onet.rti.org