



WORK ACTIVITIES

Important questions about
the work activities
of your occupation

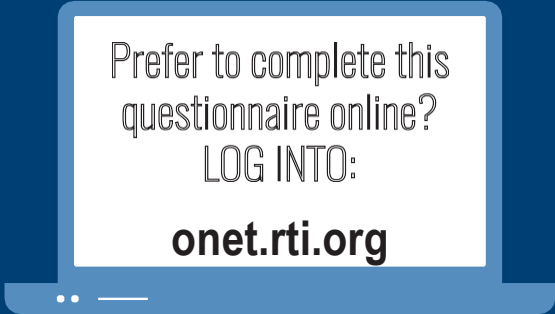


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Getting Started

You will be asked questions about **work activities**, which are a set of similar actions that are performed together in many different jobs.

INSTRUCTIONS

- Read the definition of the work activity provided in the dark blue box above the question.
- Then, rate how important the work activity is to the performance of your current job.

If you select at least somewhat important, you will be asked to rate the **level** of the work activity.

- The **level** of a work activity is how complex the activity is to perform in your current job.
- To help you understand the different levels, examples are provided that require either a **low, moderate, or high** level of complexity to perform the work activity. These examples come from a variety of jobs. They may or may not be directly related to your current job.
- “1” on the scale means that a low level of complexity is needed to perform the work activity in your current job.
- “7” on the scale means that a high level of complexity is needed to perform the work activity in your current job.

EXAMPLE

Coordinating the Work and Activities of Others includes getting members of a group to work together to accomplish tasks.

How important is coordinating the work and activities of others to the performance of your current job?

- ☐ Not important → **Go to next question**
- ☐ Somewhat important
- ☒ Important
- ☐ Very important
- ☐ Extremely important

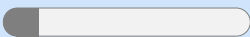
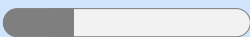
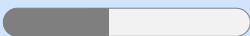
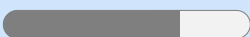
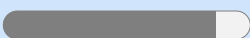
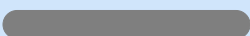
If at least somewhat important, what **level of complexity of coordinating the work and activities of others** is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Exchange information during a shift change

Moderate: Organize the cleanup crew after a major sporting event

High: Act as general contractor for building a large industrial complex

- ☐ 1 Low 
- ☒ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Your Current Job

Please answer the following questions about **work activities** as they relate to your current job. For reference, your current job is summarized 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.

Mark your response by placing a check mark, an "X," or completely filling in the circle:



Getting information includes observing, receiving, and otherwise obtaining information from all relevant sources.

1. How important is getting information to the performance of your current job?

- ☐ Not important → **Go to 2**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

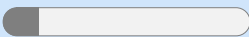
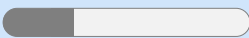
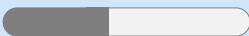
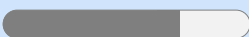
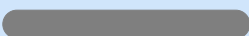
→1b. If at least somewhat important, what level of complexity of getting information is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Follow a standard blueprint

Moderate: Review a budget

High: Study international tax laws

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Identifying objects, actions, and events includes identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

2. How important is identifying objects, actions, and events to the performance of your current job?

- ☐ Not important → **Go to 3**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

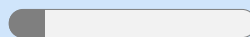
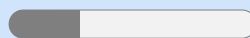
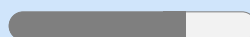
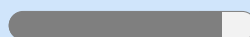
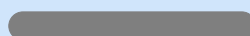
→2b. If at least somewhat important, what level of complexity of identifying objects, actions, and events is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Test an automobile transmission

Moderate: Judge the suitability of food products for an event

High: Determine the reaction of a virus to a new drug

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

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

3. How important is monitoring processes, materials, or surroundings to the performance of your current job?

- ☐ Not important → **Go to 4**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

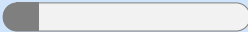
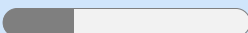
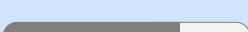
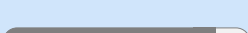
→3b. If at least somewhat important, what level of complexity of monitoring processes, materials, or surroundings is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Check to see if baking bread is done

Moderate: Test electrical circuits

High: Check the status of a patient in critical medical care

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

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

4. How important is inspecting equipment, structures, or materials to the performance of your current job?

- ☐ Not important → **Go to 5**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

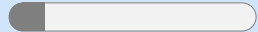
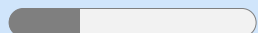
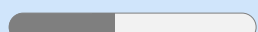
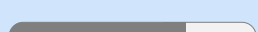
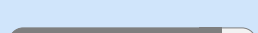
→4b. If at least somewhat important, what level of complexity of inspecting equipment, structures, or materials is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Check that doors to a building are locked

Moderate: Inspect equipment in a chemical processing plant

High: Conduct a thorough inspection of an aircraft engine

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Estimating the quantifiable characteristics of products, events, or information includes estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

5. How important is estimating the quantifiable characteristics of products, events, or information to the performance of your current job?

- ☐ Not important → **Go to 6**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

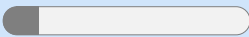
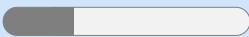
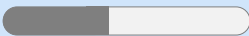
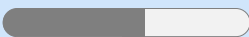
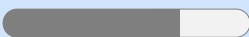
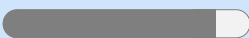
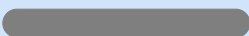
→5b. If at least somewhat important, what level of complexity of estimating the quantifiable characteristics of products, events, or information is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Estimate the size of household furniture to be shipped

Moderate: Estimate the time required to evacuate a city in the event of a major disaster

High: Estimate the amount of natural resources that lie beneath the world's oceans

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Judging the qualities of objects, services, or people includes assessing the value, importance, or quality of things or people.

6. How important is judging the qualities of objects, services, or people to the performance of your current job?

- ☐ Not important → **Go to 7**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

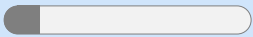
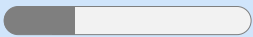
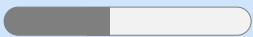
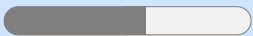
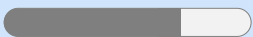
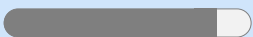
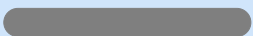
→6b. If at least somewhat important, what level of complexity of judging the qualities of objects, services, or people is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Determine whether to remove a tree that has been damaged

Moderate: Determine the value of property lost in a fire

High: Establish the value of a recently discovered ancient artwork

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Evaluating information to determine compliance with standards includes using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

7. How important is evaluating information to determine compliance with standards to the performance of your current job?

- ☐ Not important → **Go to 8**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

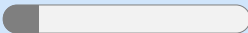
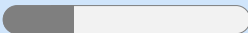
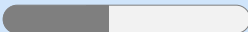
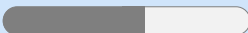
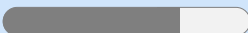
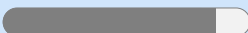
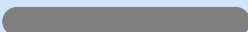
→7b. If at least somewhat important, what level of complexity of evaluating information to determine compliance with standards is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Review forms for completeness

Moderate: Evaluate a complicated insurance claim for compliance with policy terms

High: Make a ruling in court on a complicated motion

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Processing information includes compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

8. How important is processing information to the performance of your current job?

- ☐ Not important → **Go to 9**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

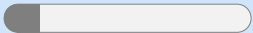
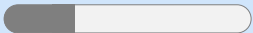
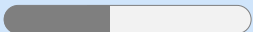
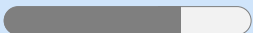
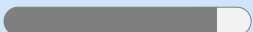
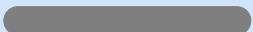
→8b. If at least somewhat important, what level of complexity of processing information is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Calculate the costs for shipping packages

Moderate: Calculate the adjustments for insurance claims

High: Compile data for a complex scientific report

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

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

9. How important is analyzing data or information to the performance of your current job?

- ☐ Not important → **Go to 10**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

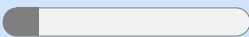
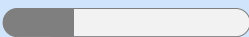
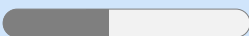
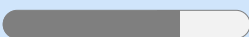
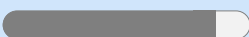
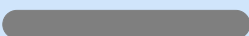
→9b. If at least somewhat important, what level of complexity of analyzing data or information is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Skim a short article to gather the main point

Moderate: Determine the interest cost to finance a new building

High: Analyze the cost of medical care services for all hospitals in the country

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Making decisions and solving problems includes analyzing information and evaluating results to choose the best solution and solve problems.

10. How important is making decisions and solving problems to the performance of your current job?

- ☐ Not important → **Go to 11**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

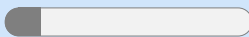
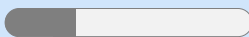
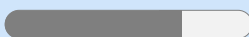
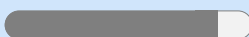
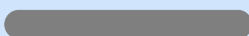
→10b. If at least somewhat important, what level of complexity of making decisions and solving problems is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Determine the meal selection for a cafeteria

Moderate: Select the location for a major retail store

High: Make the final decision about a company's 5-year plan

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Thinking creatively includes developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

11. How important is thinking creatively to the performance of your current job?

- ☐ Not important → **Go to 12**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

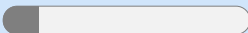
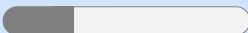
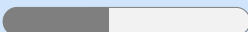
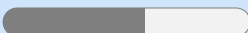
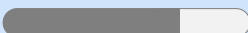
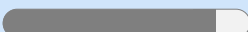
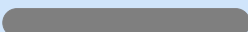
→ 11b. If at least somewhat important, what level of complexity of thinking creatively is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Change the spacing on a printed report

Moderate: Adapt popular music for a high school marching band

High: Create new computer software

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Updating and using relevant knowledge includes keeping up-to-date technically and applying new knowledge to your job.

12. How important is updating and using relevant knowledge to the performance of your current job?

- ☐ Not important → **Go to 13**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

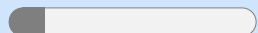
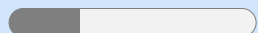
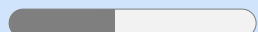
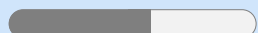
→ 12b. If at least somewhat important, what level of complexity of updating and using relevant knowledge is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Keep up with price changes in a small retail store

Moderate: Keep current on changes in maintenance procedures for repairing sports cars

High: Learn information related to a complex and rapidly changing technology

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Developing objectives and strategies includes establishing long-range objectives and specifying the strategies and actions to achieve them.

13. How important is developing objectives and strategies to the performance of your current job?

- ☐ Not important → **Go to 14**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

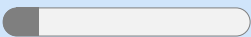
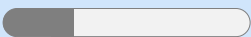
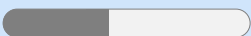
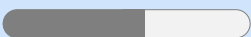
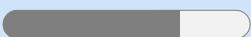
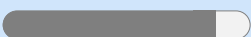
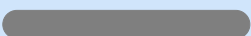
→13b. If at least somewhat important, what level of complexity of developing objectives and strategies is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Plan the holiday schedule for an airline workforce

Moderate: Develop the plan to complete the merger of two organizations over a 3-year period

High: Develop a 10-year business plan for an organization

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

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

14. How important is scheduling work and activities to the performance of your current job?

- ☐ Not important → **Go to 15**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

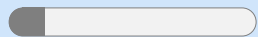
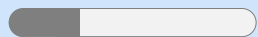
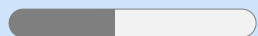
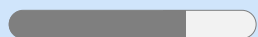
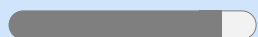
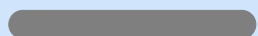
→14b. If at least somewhat important, what level of complexity of scheduling work and activities is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Make appointments for patients using a predetermined schedule

Moderate: Prepare the work schedule for salesclerks in a large retail store

High: Schedule a complex conference program with multiple, parallel sessions

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Organizing, planning, and prioritizing work includes developing specific goals and plans to prioritize, organize, and accomplish your work.

15. How important is organizing, planning, and prioritizing work to the performance of your current job?

- ☐ Not important → **Go to 16**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

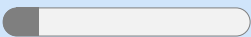
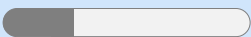
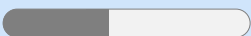
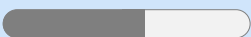
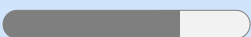
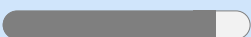
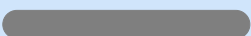
→15b. If at least somewhat important, what level of complexity of organizing, planning, and prioritizing work is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Organize a work schedule that is repetitive and easy to plan

Moderate: Plan and adjust a personal to-do list according to changing demands

High: Prioritize and plan multiple tasks several months ahead

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Performing general physical activities includes doing 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.

16. How important is performing general physical activities to the performance of your current job?

- ☐ Not important → **Go to 17**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

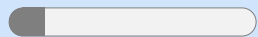
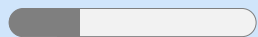
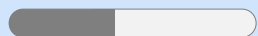
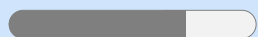
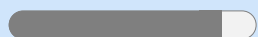
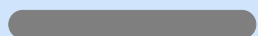
→16b. If at least somewhat important, what level of complexity of performing general physical activities is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Walk between workstations in a small office

Moderate: Paint the outside of a house

High: Climb up and down poles to install electrical wires

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Handling and moving objects includes using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

17. How important is handling and moving objects to the performance of your current job?

- ☐ Not important → **Go to 18**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

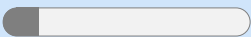
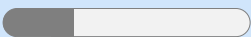
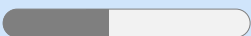
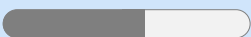
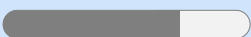
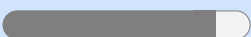
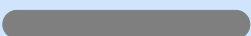
→17b. If at least somewhat important, what level of complexity of handling and moving objects is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Change settings on copy machines

Moderate: Arrange books in a library

High: Load boxes on an assembly line

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Controlling machines and processes includes using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

18. How important is controlling machines and processes to the performance of your current job?

- ☐ Not important → **Go to 19**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

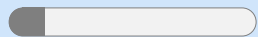
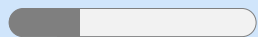
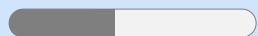
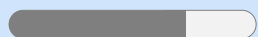
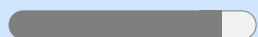
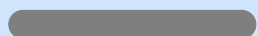
→18b. If at least somewhat important, what level of complexity of controlling machines and processes is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Operate a cash register

Moderate: Operate a drilling rig

High: Operate a precision milling machine

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

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

19. How important is working with computers to the performance of your current job?

- ☐ Not important → **Go to 20**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

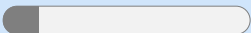
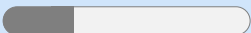
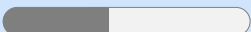
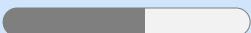
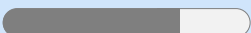
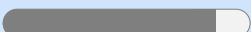
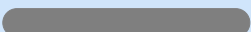
→19b. If at least somewhat important, what level of complexity of working with computers is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Enter employee information into a database

Moderate: Write software for keeping track of parts in inventory

High: Set up a new computer system for a large multinational company

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Operating vehicles, mechanized devices, or equipment includes running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or watercraft.

20. How important is operating vehicles, mechanized devices, or equipment to the performance of your current job?

- ☐ Not important → **Go to 21**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

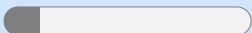
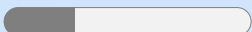
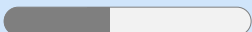
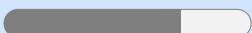
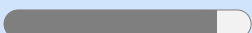
→20b. If at least somewhat important, what level of complexity of operating vehicles, mechanized devices, or equipment is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Drive a car

Moderate: Drive an 18-wheel tractor-trailer

High: Hover a helicopter in strong wind

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Drafting, laying out, and specifying technical devices, parts, and equipment includes 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.

21. How important is drafting, laying out, and specifying technical devices, parts, and equipment to the performance of your current job?

- ☐ Not important → **Go to 22**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

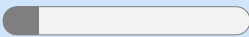
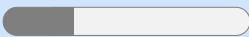
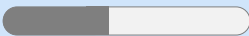
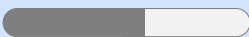
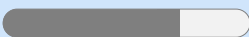
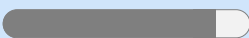
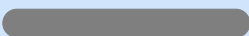
→21b. If at least somewhat important, what level of complexity of drafting, laying out, and specifying technical devices, parts, and equipment is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Specify the lighting for a work area

Moderate: Specify the furniture and equipment for a new school

High: Draw the layout of a circuit board for a high-performance computer

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

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

22. How important is repairing and maintaining mechanical equipment to the performance of your current job?

- ☐ Not important → **Go to 23**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

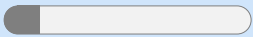
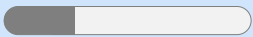
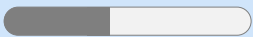
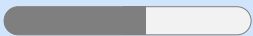
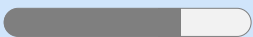
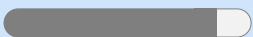
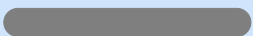
→22b. If at least somewhat important, what level of complexity of repairing and maintaining mechanical equipment is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Make simple, external adjustments to a door hinge with ordinary hand tools

Moderate: Change the oil in a tractor

High: Overhaul a power plant turbine

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Repairing and maintaining electronic equipment includes 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.

23. How important is repairing and maintaining electronic equipment to the performance of your current job?

- ☐ Not important → **Go to 24**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

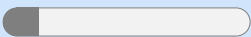
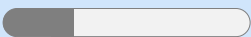
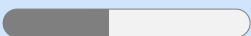
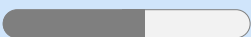
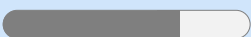
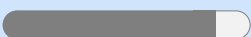
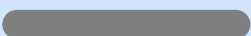
→ 23b. If at least somewhat important, what level of complexity of repairing and maintaining electronic equipment is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Use display settings to adjust a television picture

Moderate: Make repairs by removing and replacing circuit boards

High: Use complex test equipment to calibrate electronic equipment

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Documenting/recording information includes entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

24. How important is documenting/recording information to the performance of your current job?

- ☐ Not important → **Go to 25**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

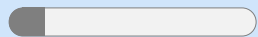
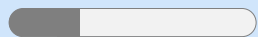
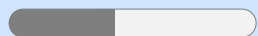
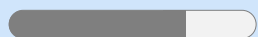
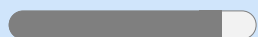
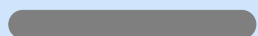
→ 24b. If at least somewhat important, what level of complexity of documenting/recording information is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Record the weight of a patient during a routine health exam

Moderate: Document the results of a crime scene investigation

High: Maintain information about the use of satellites for industry communications

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Interpreting the meaning of information for others includes translating or explaining what information means and how it can be used.

25. How important is interpreting the meaning of information for others to the performance of your current job?

- ☐ Not important → **Go to 26**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

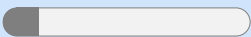
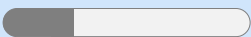
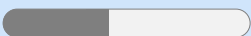
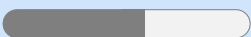
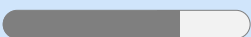
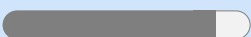
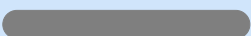
→25b. If at least somewhat important, what level of complexity of interpreting the meaning of information for others is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Interpret a blood pressure reading

Moderate: Interpret how foreign tax laws apply to U.S. exports

High: Interpret a complex experiment in physics for general audiences

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Communicating with supervisors, peers, or subordinates includes providing information to supervisors, coworkers, and subordinates by telephone, in written form, by e-mail, or in person.

26. How important is communicating with supervisors, peers, or subordinates to the performance of your current job?

- ☐ Not important → **Go to 27**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

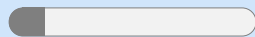
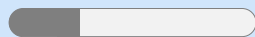
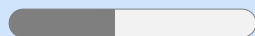
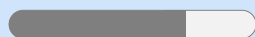
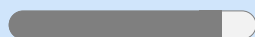
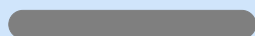
→26b. If at least somewhat important, what level of complexity of communicating with supervisors, peers, or subordinates is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Write brief messages to others

Moderate: Report the results of a sales meeting to a supervisor

High: Create and deliver a presentation on a company's internal policies

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Communicating with people outside the organization includes 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.

27. How important is communicating with people outside the organization to the performance of your current job?

- ☐ Not important → **Go to 28**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

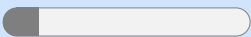
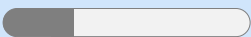
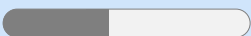
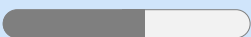
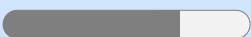
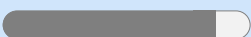
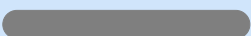
→27b. If at least somewhat important, what level of complexity of communicating with people outside the organization is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Have little contact with people outside the organization

Moderate: Present information to potential clients about available services

High: Prepare or deliver press releases

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Establishing and maintaining interpersonal relationships includes developing constructive and cooperative working relationships with others and maintaining them over time.

28. How important is establishing and maintaining interpersonal relationships to the performance of your current job?

- ☐ Not important → **Go to 29**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

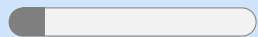
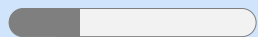
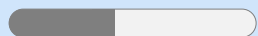
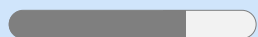
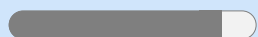
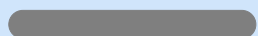
→28b. If at least somewhat important, what level of complexity of establishing and maintaining interpersonal relationships is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Exchange greetings with a coworker

Moderate: Maintain good working relationships with almost all coworkers and clients

High: Gain cooperation from a diverse group of executives with competing interests

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Assisting and caring for others includes providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

29. How important is assisting and caring for others to the performance of your current job?

- ☐ Not important → **Go to 30**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

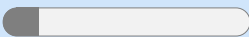
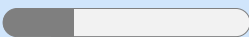
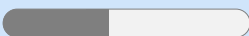
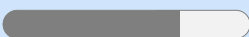
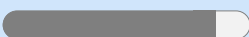
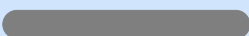
→29b. If at least somewhat important, what level of complexity of assisting and caring for others is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Help a coworker complete an assignment

Moderate: Help a medical patient find in-home assistance or healthcare

High: Care for seriously injured persons in an emergency room

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Selling or influencing others includes convincing others to buy merchandise/goods or to otherwise change their minds or actions.

30. How important is selling or influencing others to the performance of your current job?

- ☐ Not important → **Go to 31**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

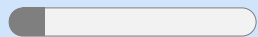
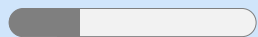
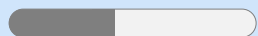
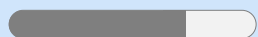
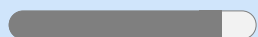
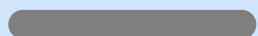
→30b. If at least somewhat important, what level of complexity of selling or influencing others is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Convince a coworker to assist with an assignment

Moderate: Make a sales pitch to convince others to buy a product

High: Deliver a major sales campaign in a new market

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Resolving conflicts and negotiating with others includes handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

31. How important is resolving conflicts and negotiating with others to the performance of your current job?

- ☐ Not important → **Go to 32**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

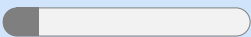
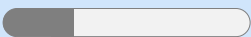
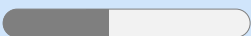
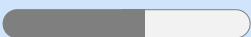
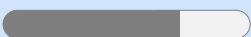
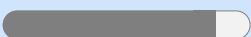
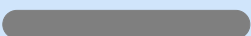
→ **31b.** If at least somewhat important, what level of complexity of resolving conflicts and negotiating with others is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Apologize to a customer who complains about waiting too long

Moderate: Get two subordinates to agree about vacation schedules

High: Negotiate a major labor-management contract

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

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

32. How important is performing for or working directly with the public to the performance of your current job?

- ☐ Not important → **Go to 33**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

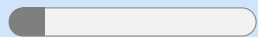
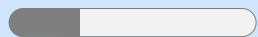
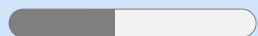
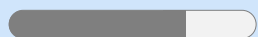
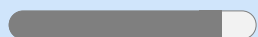
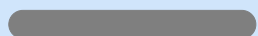
→ **32b.** If at least somewhat important, what level of complexity of performing for or working directly with the public is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Check tickets at a concert

Moderate: Sell shoes in a crowded shoe store

High: Perform a monologue on TV

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Coordinating the work and activities of others includes getting members of a group to work together to accomplish tasks.

33. How important is coordinating the work and activities of others to the performance of your current job?

- ☐ Not important → **Go to 34**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

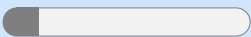
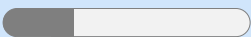
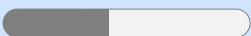
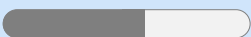
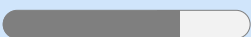
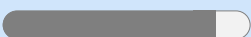
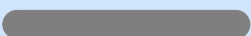
→33b. If at least somewhat important, what level of complexity of coordinating the work and activities of others is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Exchange information during a shift change

Moderate: Organize the cleanup crew after a major sporting event

High: Act as general contractor for building a large industrial complex

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Developing and building teams includes encouraging and building mutual trust, respect, and cooperation among team members.

34. How important is developing and building teams to the performance of your current job?

- ☐ Not important → **Go to 35**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

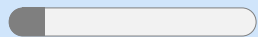
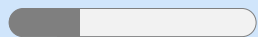
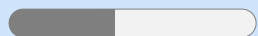
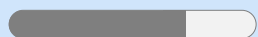
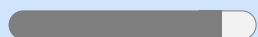
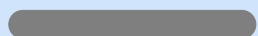
→34b. If at least somewhat important, what level of complexity of developing and building teams is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Encourage two coworkers to stick with a tough assignment

Moderate: Lead an assembly team in an automobile plant

High: Lead a large team to design and build a new aircraft

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

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

35. How important is **training and teaching others** to the performance of your current job?

- ☐ Not important → **Go to 36**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

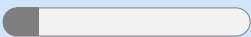
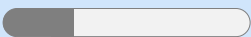
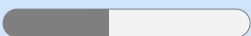
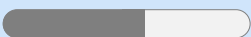
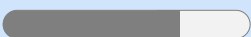
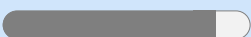
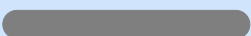
→ **35b.** If at least somewhat important, what level of complexity of **training and teaching others** is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Give coworkers brief instructions on a simple procedural change

Moderate: Teach a social sciences course to high school students

High: Develop and conduct training programs for a medical school

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Guiding, directing, and motivating subordinates includes setting performance standards and monitoring performance.

36. How important is **guiding, directing, and motivating subordinates** to the performance of your current job?

- ☐ Not important → **Go to 37**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

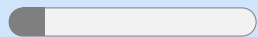
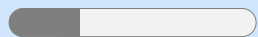
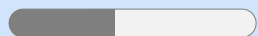
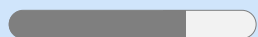
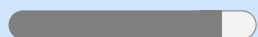
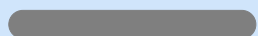
→ **36b.** If at least somewhat important, what level of complexity of **guiding, directing, and motivating subordinates** is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Work occasionally as a backup supervisor

Moderate: Manage a small team of employees in a dynamic workplace

High: Manage a severely downsized unit

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Coaching and developing others includes identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

37. How important is coaching and developing others to the performance of your current job?

- ☐ Not important → **Go to 38**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

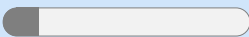
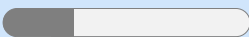
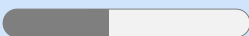
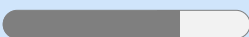
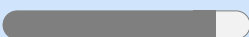
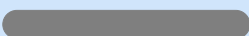
→ **37b.** If at least somewhat important, what level of complexity of coaching and developing others is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Show a coworker how to operate a piece of equipment

Moderate: Provide on-the-job training for administrative workers

High: Coach a college athletic team

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

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

38. How important is providing consultation and advice to others to the performance of your current job?

- ☐ Not important → **Go to 39**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

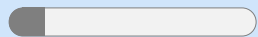
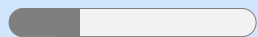
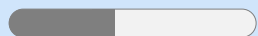
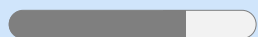
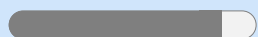
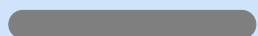
→ **38b.** If at least somewhat important, what level of complexity of providing consultation and advice to others is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Work in a position that requires little advising of others

Moderate: Recommend a new software package to increase operational efficiency

High: Provide ideas for changing an organization to increase profitability

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

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

39. How important is performing administrative activities to the performance of your current job?

- ☐ Not important → **Go to 40**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

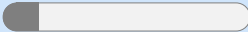
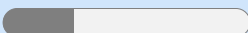
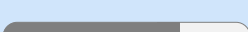
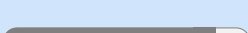
→39b. If at least somewhat important, what level of complexity of performing administrative activities is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Complete routine paperwork

Moderate: Complete tax forms for a small business

High: Serve as the benefits director for a large computer sales organization

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Staffing organizational units includes recruiting, interviewing, selecting, hiring, and promoting employees in an organization.

40. How important is staffing organizational units to the performance of your current job?

- ☐ Not important → **Go to 41**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

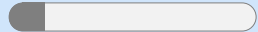
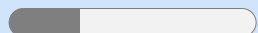
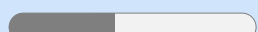
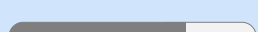
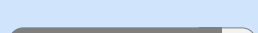
→40b. If at least somewhat important, what level of complexity of staffing organizational units is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Work in a position that has minimal staffing requirements

Moderate: Interview candidates for a sales position and make hiring recommendations

High: Direct a recruiting program for a large international organization

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

Monitoring and controlling resources includes overseeing the spending of money.

41. How important is monitoring and controlling resources to the performance of your current job?

- ☐ Not important → **Go to next section**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

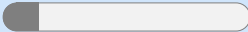
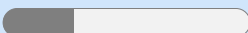
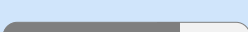
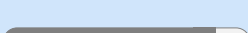
►41b. If at least somewhat important, what level of complexity of monitoring and controlling resources is needed to perform your current job?

Examples of activities from a variety of jobs:

Low: Work as a server responsible for keeping track of utensils

Moderate: Work as a chef responsible for ordering food for the menu

High: Serve as a financial executive in charge of a large company's budget

- ☐ 1 Low 
- ☐ 2 
- ☐ 3 
- ☐ 4 Moderate 
- ☐ 5 
- ☐ 6 
- ☐ 7 High 

TURN THE PAGE FOR THE NEXT SECTION

Work Tasks

These questions are about tasks related to your current job. A **task** is an action or set of actions performed together to accomplish an objective. You will be asked about each task's **relevance**, **frequency**, and **importance**. Rate each task as if you were performing work that is typical of your current job.

Task 1: *Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care plans.*

1. Is Task 1 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 2**

→ 1b. How often is Task 1 performed in your current job?

- ☐ 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

1c. How important is Task 1 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 2: *Maintain accurate, detailed reports and records.*

2. Is Task 2 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 3**

→ 2b. How often is Task 2 performed in your current job?

- ☐ 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

2c. How important is Task 2 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 3: *Modify patient treatment plans as indicated by patients' responses and conditions.*

3. Is Task 3 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 4**

→ **3b. How often is Task 3 performed in your current job?**

- ☐ 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

3c. How important is Task 3 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 4: *Monitor all aspects of patient care, including diet and physical activity.*

4. Is Task 4 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 5**

→ **4b. How often is Task 4 performed in your current job?**

- ☐ 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

4c. How important is Task 4 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 5: Monitor, record and report symptoms and changes in patients' conditions.

5. Is Task 5 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 6**

→ **5b. How often is Task 5 performed in your current job?**

- ☐ 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

5c. How important is Task 5 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 6: Observe nurses and visit patients to ensure that proper nursing care is provided.

6. Is Task 6 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 7**

→ **6b. How often is Task 6 performed in your current job?**

- ☐ 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

6c. How important is Task 6 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 7: Prepare patients for, and assist with, examinations and treatments.

7. Is Task 7 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 8**

→ **7b. How often is Task 7 performed in your current job?**

- ☐ 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

7c. How important is Task 7 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 8: Prepare rooms, sterile instruments, equipment and supplies, and ensure that stock of supplies is maintained.

8. Is Task 8 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 9**

→ **8b. How often is Task 8 performed in your current job?**

- ☐ 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

8c. How important is Task 8 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 9: Provide health care, first aid, immunizations and assistance in convalescent and rehabilitation in locations such as schools, hospitals and industry.

9. Is Task 9 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 10**

→ **9b. How often is Task 9 performed in your current job?**

- ☐ 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

9c. How important is Task 9 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 10: Record patients' medical information and vital signs.

10. Is Task 10 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 11**

→ **10b. How often is Task 10 performed in your current job?**

- ☐ 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

10c. How important is Task 10 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 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.*

11. Is Task 11 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 12**

→ **11b. How often is Task 11 performed in your current job?**

- ☐ 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

11c. How important is Task 11 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 12: *Conduct specified laboratory tests.*

12. Is Task 12 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 13**

→ **12b. How often is Task 12 performed in your current job?**

- ☐ 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

12c. How important is Task 12 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 13: Consult with institutions or associations regarding issues and concerns relevant to the practice and profession of nursing.

13. Is Task 13 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 14**

→ **13b. How often is Task 13 performed in your current job?**

- ☐ 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

13c. How important is Task 13 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 14: Direct and supervise less skilled nursing/health care personnel, or supervise a particular unit on one shift.

14. Is Task 14 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 15**

→ **14b. How often is Task 14 performed in your current job?**

- ☐ 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

14c. How important is Task 14 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 15: *Hand items to surgeons during operations.*

15. Is Task 15 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 16**

→ **15b. How often is Task 15 performed in your current job?**

- ☐ 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

15c. How important is Task 15 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 16: *Instruct individuals, families and other groups on topics such as health education, disease prevention and childbirth, and develop health improvement programs.*

16. Is Task 16 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 17**

→ **16b. How often is Task 16 performed in your current job?**

- ☐ 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

16c. How important is Task 16 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 17: Order, interpret, and evaluate diagnostic tests to identify and assess patients' condition.

17. Is Task 17 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 18**

→ **17b. How often is Task 17 performed in your current job?**

- ☐ 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

17c. How important is Task 17 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 18: Prescribe or recommend drugs, medical devices or other forms of treatment, such as physical therapy, inhalation therapy, or related therapeutic procedures.

18. Is Task 18 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 19**

→ **18b. How often is Task 18 performed in your current job?**

- ☐ 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

18c. How important is Task 18 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 19: *Provide or arrange for training/instruction of auxiliary personnel or students.*

19. Is Task 19 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 20**

→ **19b. How often is Task 19 performed in your current job?**

- ☐ 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

19c. How important is Task 19 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 20: *Refer students or patients to specialized health resources or community agencies furnishing assistance.*

20. Is Task 20 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 21**

→ **20b. How often is Task 20 performed in your current job?**

- ☐ 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

20c. How important is Task 20 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 21: *Work with individuals, groups, and families to plan and implement programs designed to improve the overall health of communities.*

21. Is Task 21 relevant at all to performance of your current job?

- ☐ Yes
- ☐ No → **Go to 22**

→ **21b. How often is Task 21 performed in your current job?**

- ☐ 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

21c. How important is Task 21 to performance of your current job?

- ☐ Not important
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

Task 22: *Administer local, inhalation, intravenous, and other anesthetics.*

22. Is Task 22 relevant at all to performance of your current job?

- ☐ Yes
- ☐ No → **Go to 23**

→ **22b. How often is Task 22 performed in your current job?**

- ☐ 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

22c. How important is Task 22 to performance of your current job?

- ☐ Not important
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

Task 23: *Contract independently to render nursing care, usually to one patient, in hospital or private home.*

23. Is Task 23 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 24**

→ **23b. How often is Task 23 performed in your current job?**

- ☐ 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

23c. How important is Task 23 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 24: *Deliver infants and provide prenatal and postpartum care and treatment under obstetrician's supervision.*

24. Is Task 24 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 25**

→ **24b. How often is Task 24 performed in your current job?**

- ☐ 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

24c. How important is Task 24 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 25: Direct and coordinate infection control programs, advising and consulting with specified personnel about necessary precautions.

25. Is Task 25 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 26**

→ **25b. How often is Task 25 performed in your current job?**

- ☐ 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

25c. How important is Task 25 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 26: Engage in research activities related to nursing.

26. Is Task 26 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 27**

→ **26b. How often is Task 26 performed in your current job?**

- ☐ 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

26c. How important is Task 26 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 27: *Inform physician of patient's condition during anesthesia.*

27. Is Task 27 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 28**

→ **27b. How often is Task 27 performed in your current job?**

- ☐ 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

27c. How important is Task 27 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 28: *Perform administrative and managerial functions, such as taking responsibility for a unit's staff, budget, planning, and long-range goals.*

28. Is Task 28 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to 29**

→ **28b. How often is Task 28 performed in your current job?**

- ☐ 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

28c. How important is Task 28 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Task 29: *Perform physical examinations, make tentative diagnoses, and treat patients en route to hospitals or at disaster site triage centers.*

29. Is Task 29 relevant at all to performance of your current job?

- ☐ Yes
☐ No → **Go to next page**

→ **29b. How often is Task 29 performed in your current job?**

- ☐ 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

29c. How important is Task 29 to performance of your current job?

- ☐ Not important
☐ Somewhat important
☐ Important
☐ Very important
☐ Extremely important

Are there any additional tasks relevant to your current job?

☐ Yes

☐ No → *Go to next section*

► **Please describe up to 5 additional tasks that are relevant to your current job:**

a.

b.

c.

d.

e.

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

- ☐ 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.

Background

The goal of this project is to get accurate, up-to-date information on your occupation from a diverse and representative set of workers in the field. Please answer the following questions about your current job to help us achieve this goal.

1. What is the title of your current job?

2. How long have you worked at this job?

- ☐ Less than 1 month
- ☐ At least 1 month, but less than 3 months
- ☐ At least 3 months, but less than 12 months
- ☐ At least 1 year, but less than 3 years
- ☐ At least 3 years, but less than 6 years
- ☐ At least 6 years, but less than 10 years
- ☐ Ten years or more

3. Which of the following best describes your employer in your most recent job in this occupation?

- ☐ Family business
- ☐ Self-employed
- ☐ Government
- ☐ Private for-profit company
- ☐ Non-profit organization, including tax-exempt and charitable organizations
- ☐ Academic institution
- ☐ Other (Specify) ▾

4. What is your current gender?

- ☐ Female
- ☐ Male
- ☐ Transgender
- ☐ I use a different term: ▾

5. What is your age?

- ☐ Less than 21 years old
- ☐ 21-40 years old
- ☐ 41-60 years old
- ☐ 61 years old or older

6. Are you of Hispanic, Latino, or Spanish origin?

- ☐ Yes
- ☐ No

7. What is your race? *Select all that apply.*

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Other (Specify) 

8. What is the highest level of education that you have completed?

- ☐ Less than a High School Diploma
- ☐ High School Diploma or the equivalent (such as a GED)
- ☐ Post-Secondary Certificate
- ☐ Some College Courses
- ☐ Associate's Degree or other 2-year degree
- ☐ Bachelor's Degree
- ☐ Post-Baccalaureate Certificate
- ☐ Master's Degree
- ☐ Post-Master's Certificate
- ☐ Doctor's Degree – Professional Practice (such as a J.D. for Law or an M.D. for Medicine)
- ☐ Doctor's Degree – Research/Scholarship (such as a Ph.D.)
- ☐ Post-Doctoral Training

9. Are you deaf or do you have serious difficulty hearing?

- ☐ Yes
- ☐ No

10. Are you blind or do you have serious difficulty seeing even when wearing glasses?

- ☐ Yes
- ☐ No

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

If you have any additional comments, please include them in the space below.

O=00000 C=00000 B=00000

Occupation Title

Form X, Line 1

Web site username: 000000000000X

Web site password: survey000



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