# KNOWLEDGE

Some Important Questions
About The Knowledge Required
For Your Occupation



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Form E R1 OMB#1205-0421 Expires: 11/30/2027 Version: 308F

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## **Getting Started**

You will be asked questions about work-related **knowledges**, which are sets of facts and principles needed to address problems and issues that are part of your job.

#### **INSTRUCTIONS**

- Read the definition of the knowledge provided in the dark blue box above the question.
- Then, rate how important the knowledge 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 knowledge.

- The level of knowledge is the amount of expertise in the knowledge needed to perform your current job.
- To help you understand the different levels, job activities are provided that require either a low, moderate, or high level of expertise in the knowledge. These examples are 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 expertise in the knowledge is needed to perform your current job.
- "7" on the scale means that a high level of expertise in the knowledge is needed to perform your current job.

#### **EXAMPLE**

**Mathematics** knowledge refers to arithmetic, algebra, geometry, calculus, statistics, and their applications.

How important is <u>mathematics</u> knowledge 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 expertise in mathematics knowledge is needed to perform your current job?

Examples of activities from a variety of iobs:

**Low:** Add two numbers **Moderate:** Analyze data to
determine areas with the highest

sales

**High:** Derive a complex mathematical equation

1 Low

**2** 

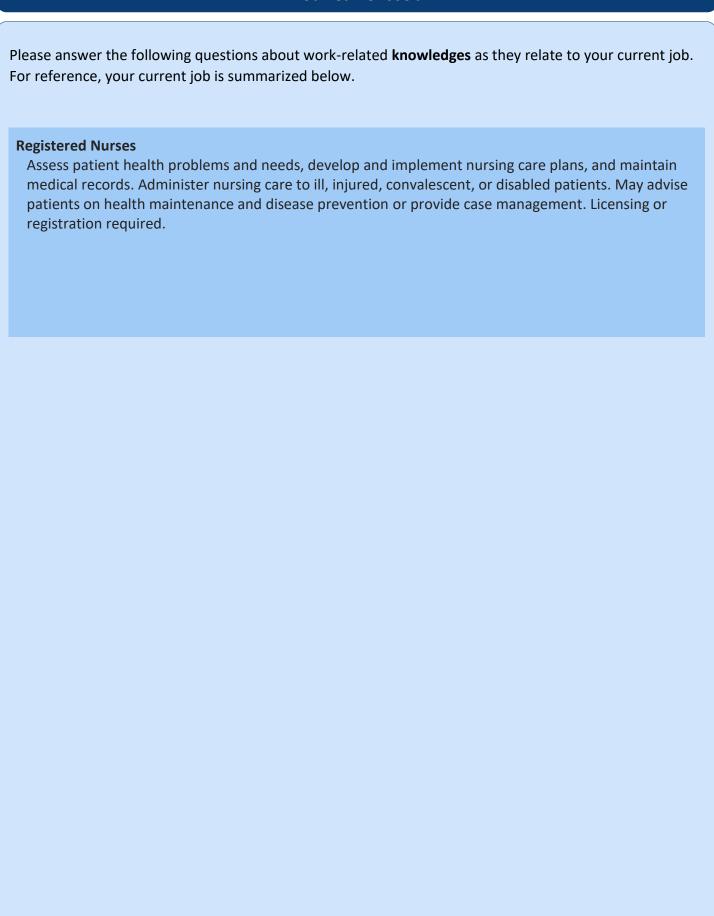
**3** 

4 Moderate

56

7 High

## **Your Current Job**



<b>√</b> or	Or O
Administration and management knowledge refers to business and management principles involved in strategic planning, resource allocation, human resource modeling, leadership technique, production methods, and coordination of people and resources.  1. How important is administration and management knowledge to the performance of your current job?  ○ Not important → Go to 2  ○ Somewhat important  ○ Important  ○ Very important	Administrative knowledge refers to administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.  2. How important is administrative knowledge to the performance of your current job?  Not important → Go to 3  Somewhat important  Important  Very important  Extremely important
→1b. If at least somewhat important, what level of expertise in administration and management knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Approve a reimbursement request  Moderate: Monitor progress of a project to ensure timely completion  High: Manage a multimillion-dollar company	▶ 2b. If at least somewhat important, what level of expertise in administrative knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Direct phone calls to the appropriate staff member  Moderate: Type 30 words per minute  High: Organize a digital storage system for company forms
1 Low 2 3 4 Moderate 5 6 7 High	1 Low 2 3 4 Moderate 5 6 7 High

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

Sales and marketing knowledge refers to principles and methods for showing, promoting, and selling products or services, including marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
<ul> <li>4. How important is sales and marketing knowledge to the performance of your current job?</li> <li>Not important → Go to 5</li> <li>Somewhat important</li> <li>Important</li> <li>Very important</li> <li>Extremely important</li> </ul>
▶ 4b. If at least somewhat important, what level of expertise in sales and marketing knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Sell cakes at a bake sale  Moderate: Introduce clients to a new line of products  High: Develop a marketing plan for a new nationwide high-speed internet system
1 Low 2 3 4 Moderate 5 6 7 High

Customer and personal service knowledge **Personnel and human resources** knowledge refers to principles and processes for providing refers to principles and procedures for customer and personal services, including personnel recruitment, selection, training, customer needs assessment, meeting quality compensation and benefits, labor relations and standards for services, and evaluation of negotiation, and personnel information customer satisfaction. systems. How important is customer and personal How important is personnel and human service knowledge to the performance of resources knowledge to the performance of your current job? your current job? Not important → Go to 6 Not important → Go to 7 Somewhat important Somewhat important Important Important Very important Very important Extremely important Extremely important **→**5b. If at least somewhat important, what **▶6b.** If at least somewhat important, **what** level of expertise in customer and level of expertise in personnel and human resources knowledge is needed personal service knowledge is needed to perform your current job? to perform your current job? Examples of activities from a variety Examples of activities from a variety of jobs: of jobs: **Low:** Process a customer's dry-**Low:** Fill out a medical claim form cleaning drop off **Moderate:** Interview applicants **Moderate:** Be responsible for 10 for an administrative position children at a daycare **High:** Design a new personnel selection and promotion system **High:** Respond to a citizen's request for assistance after a for the Army major disaster 1 Low 1 Low ( ) 2 2  $\bigcirc$  3  $\bigcirc$  3 ( ) 4 Moderate ( 4 Moderate () 5  $\bigcirc$  5  $\bigcirc$  6  $\bigcirc$  6 7 High 7 High

<b>Production and processing</b> knowledge refers to raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.	Food production knowledge refers to techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.
7. How important is <u>production and processing</u> knowledge to the performance of your current job?  ○ Not important → Go to 8  ○ Somewhat important ○ Important ○ Very important ○ Extremely important	8. How important is <u>food production</u> knowledge to the performance of your current job?  ○ Not important → Go to 9  ○ Somewhat important ○ Important ○ Very important ○ Extremely important
▶7b. If at least somewhat important, what level of expertise in production and processing knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Put a computer back into its packing materials  Moderate: Supervise an appliance assembly line  High: Manage an international shipping company distribution center	▶8b. If at least somewhat important, what level of expertise in food production knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Grow herbs in the kitchen  Moderate: Operate a commercial fishing boat  High: Run a large production farm
1 Low 2 3 4 Moderate 5 6 7 High	1 Low 2 3 4 Moderate 5 6 7 High

Computers and electronics knowledge refers to circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.	Engineering and technology knowledge refers to the practical application of engineering science and technology, including applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
9. How important is computers and electronics knowledge to the performance of your current job?  ○ Not important → Go to 10 ○ Somewhat important ○ Important ○ Very important ○ Extremely important	10. How important is engineering and technology knowledge to the performance of your current job?  ○ Not important → Go to 11 ○ Somewhat important ○ Important ○ Very important ○ Extremely important
▶9b. If at least somewhat important, what level of expertise in computers and electronics knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Operate a media player to watch a training video  Moderate: Use a computer to format a document  High: Create a program to scan a computer for viruses	■ 10b. If at least somewhat important, what level of expertise in engineering and technology knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Install a door lock  Moderate: Design a custom office chair  High: Plan for the impact of weather in designing a bridge
<ul> <li>4 Moderate</li> <li>5</li> <li>6</li> <li>7 High</li> </ul>	<ul> <li>4 Moderate</li> <li>5</li> <li>6</li> <li>7 High</li> </ul>

<b>Design</b> knowledge refers to design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.	<b>Building and construction</b> knowledge refers to materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
11. How important is design knowledge to the performance of your current job?  ○ Not important → Go to 12  ○ Somewhat important ○ Important ○ Very important ○ Extremely important	12. How important is <u>building and construction</u> knowledge to the performance of your current job?  ○ Not important → Go to 13  ○ Somewhat important ○ Important ○ Very important ○ Extremely important
■ 11b. If at least somewhat important, what level of expertise in design knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Draw a straight line 4-3/16 inches long  Moderate: Design plans for remodeling a kitchen  High: Develop detailed plans for a high-rise office building	■ 12b. If at least somewhat important, what level of expertise in building and construction knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Choose the proper type of wood for adding a deck onto a house  Moderate: Fix a plumbing leak in the ceiling  High: Build a high-rise office tower
1 Low 2 3 4 Moderate 5 6 7 High	1 Low 2 3 4 Moderate 5 6 7 High

<b>Mechanical</b> knowledge refers to machines and tools, including their designs, uses, repair, and maintenance.	Mathematics knowledge refers to arithmetic, algebra, geometry, calculus, statistics, and their applications.
13. How important is mechanical knowledge to the performance of your current job?  ○ Not important → Go to 14  ○ Somewhat important ○ Important ○ Very important ○ Extremely important	14. How important is mathematics knowledge to the performance of your current job?  ○ Not important → Go to 15 ○ Somewhat important ○ Important ○ Very important ○ Extremely important
▶13b. If at least somewhat important, what level of expertise in mechanical knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Replace the filters in a furnace  Moderate: Replace a valve on a steam pipe  High: Overhaul an airplane jet engine	▶ 14b. If at least somewhat important, what level of expertise in mathematics knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Add two numbers  Moderate: Analyze data to determine areas with the highest sales  High: Derive a complex mathematical equation
1 Low 2 3 4 Moderate 5 6 7 High	1 Low 2 3 4 Moderate 5 6 7 High

**Physics** knowledge refers to knowledge and **Chemistry** knowledge refers to the chemical prediction of physical principles, laws, their composition, structure, and properties of interrelationships, and applications to substances and of the chemical processes and understanding fluid, material, and atmospheric transformations that they undergo, including dynamics, and mechanical, electrical, atomic uses of chemicals and their interactions, danger and sub-atomic structures and processes. signs, production techniques, and disposal methods. 15. How important is physics knowledge to the 16. How important is chemistry knowledge to performance of your current job? the performance of your current job? Not important → Go to 16 Not important → Go to 17 Somewhat important Somewhat important Important Important Very important Very important Extremely important Extremely important **▶15b.** If at least somewhat important, **what ▶16b.** If at least somewhat important, **what** level of expertise in physics knowledge level of expertise in chemistry is needed to perform your current job? knowledge is needed to perform your current job? Examples of activities from a variety of jobs: Examples of activities from a variety Low: Use a crowbar to pry open a of jobs: **Low:** Use a common household **Moderate:** Calculate the speed of bug spray a falling object **Moderate:** Use the proper concentration of chlorine to purify **High:** Design a cleaner burning gasoline engine a water source **High:** Develop a safe commercial cleaner 1 Low ( ) 1 Low **2**  $\bigcirc$  2  $\bigcirc$  3 **3** 4 Moderate 4 Moderate ( ) 5  $\bigcirc$  5 () 6 **6** 7 High 7 High

<b>Biology</b> knowledge refers to plant and animal organisms and their tissues, cells, functions, interdependencies, and interactions with each other and the environment.	Psychology knowledge refers to human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
17. How important is biology knowledge to the performance of your current job?  ○ Not important → Go to 18  ○ Somewhat important ○ Important ○ Very important ○ Extremely important	18. How important is <u>psychology</u> knowledge to the performance of your current job?  ○ Not important → Go to 19 ○ Somewhat important ○ Important ○ Very important ○ Extremely important
▶17b. If at least somewhat important, what level of expertise in biology knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Feed domestic animals  Moderate: Investigate the effects of pollution on marine plants and animals  High: Isolate and identify a new virus	▶ 18b. If at least somewhat important, what level of expertise in psychology knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Monitor several children on a playground  Moderate: Understand the impact of alcohol on human responses  High: Treat a person with a severe mental illness
1 Low 2 3 4 Moderate 5 6 7 High	1 Low 2 3 4 Moderate 5 6 7 High

<b>Sociology and anthropology</b> knowledge refers to group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.	Geography knowledge refers to principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
19. How important is sociology and anthropology knowledge to the performance of your current job?  ○ Not important → Go to 20 ○ Somewhat important ○ Important ○ Very important ○ Extremely important	20. How important is geography knowledge to the performance of your current job?  ○ Not important → Go to 21  ○ Somewhat important ○ Important ○ Very important ○ Extremely important
▶19b. If at least somewhat important, what level of expertise in sociology and anthropology knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Identify two cultures in a story as being different  Moderate: Write an article about cultural differences  High: Create a new theory about the development of civilizations   1 Low  2  3  4 Moderate  5  6  7 High	P20b. If at least somewhat important, what level of expertise in geography knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Know the capital of the United States  Moderate: Find a specific country on a world map  High: Develop a map of the world showing mountains, deserts, and rivers  1 Low 2 3 4 Moderate 5 6 7 High

**Therapy and counseling** knowledge refers to **Medicine and dentistry** knowledge refers to the information and techniques needed to diagnose principles, methods, and procedures for and treat human injuries, diseases, and diagnosis, treatment, and rehabilitation of deformities, including symptoms, treatment physical and mental dysfunctions, and for alternatives, drug properties and interactions, career counseling and guidance. and preventive health-care measures. 21. How important is medicine and dentistry 22. How important is therapy and counseling knowledge to the performance of your knowledge to the performance of your current job? current job? Not important → Go to 22 Not important → Go to 23 Somewhat important Somewhat important Important Important Very important Very important Extremely important Extremely important **▶21b.** If at least somewhat important, **what ▶22b.** If at least somewhat important, what level of expertise in medicine and level of expertise in therapy and dentistry knowledge is needed to counseling knowledge is needed to perform your current job? perform your current job? Examples of activities from a variety Examples of activities from a variety of jobs: of jobs: Low: Use a band-aid **Low:** Put ice on a sprained ankle **Moderate:** Fill a tooth cavity **Moderate:** Provide job counseling to the unemployed **High:** Perform open heart surgery High: Counsel an abused child 1 Low 1 Low ( ) 2 ( ) 2  $\bigcirc$  3 **3** 4 Moderate 4 Moderate  $\bigcirc$  5  $\bigcirc$  5  $\bigcirc$  6 ( ) 6 7 High 7 High

<b>Education and training</b> knowledge refers to principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.	English language knowledge refers to the structure and content of the English language including the meaning and spelling of words, and rules of composition and grammar.
23. How important is education and training knowledge to the performance of your current job?  ○ Not important → Go to 24  ○ Somewhat important ○ Important ○ Very important ○ Extremely important	24. How important is English language knowledge to the performance of your current job?  ○ Not important → Go to 25 ○ Somewhat important ○ Important ○ Very important ○ Extremely important
▶23b. If at least somewhat important, what level of expertise in education and training knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Show someone how to bowl  Moderate: Lead a quality improvement seminar  High: Design a training program for new employees	▶24b. If at least somewhat important, what level of expertise in English language knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Write a thank you note  Moderate: Edit an article for a news website  High: Teach a college English class
1 Low 2 3 4 Moderate 5 6 7 High	1 Low 2 3 4 Moderate 5 6 7 High

Foreign language knowledge refers to the structure and content of a foreign (non-English) language including the meaning and spelling of words, rules of composition and grammar, and pronunciation.	Fine arts knowledge refers to the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.
25. How important is foreign language knowledge to the performance of your current job?  ○ Not important → Go to 26 ○ Somewhat important ○ Important ○ Very important ○ Extremely important	26. How important is fine arts knowledge to the performance of your current job?  ○ Not important → Go to 27  ○ Somewhat important ○ Important ○ Very important ○ Extremely important
▶25b. If at least somewhat important, what level of expertise in foreign language knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Say "please" and "thank you" in a foreign language  Moderate: Ask for directions in a foreign city  High: Write an English language review of a book written in a foreign language	▶26b. If at least somewhat important, what level of expertise in fine arts knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Attend a popular music concert  Moderate: Play a minor part in a local theater play  High: Design an exhibit for a major art show   1 Low
2 3 4 Moderate 5 6 7 High	2 3 4 Moderate 5 6 7 High

History and archaeology knowledge refers to historical events and their causes, indicators, and effects on civilizations and cultures.	Philosophy and theology knowledge refers to different philosophical systems and religions, including their basic principles, values, ethics, ways of thinking, customs, practices, and impact on human culture.
27. How important is history and archaeology knowledge to the performance of your current job?  ○ Not important → Go to 28  ○ Somewhat important ○ Important ○ Very important ○ Extremely important	28. How important is philosophy and theology knowledge to the performance of your current job?  ○ Not important → Go to 29 ○ Somewhat important ○ Important ○ Very important ○ Extremely important
▶27b. If at least somewhat important, what level of expertise in history and archaeology knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Take a class in U.S. history  Moderate: Teach local history to school children  High: Determine the age of bones for placing them in fossil history	▶ 28b. If at least somewhat important, what level of expertise in philosophy and theology knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Watch a TV show on family values  Moderate: Understand another culture's religious practices  High: Compare the teachings of major philosophers
1 Low 2 3 4 Moderate 5 6 7 High	1 Low 2 3 4 Moderate 5 6 7 High

<b>Public safety and security</b> knowledge refers to relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.	Law and government knowledge refers to laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
29. How important is <u>public safety and security</u> knowledge to the performance of your current job?  ○ Not important → Go to 30  ○ Somewhat important ○ Important ○ Very important ○ Extremely important	30. How important is law and government knowledge to the performance of your current job?  ○ Not important → Go to 31 ○ Somewhat important ○ Important ○ Very important ○ Extremely important
▶29b. If at least somewhat important, what level of expertise in public safety and security knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Use a seatbelt  Moderate: Inspect a building site for safety violations  High: Command a military operation	→ 30b. If at least somewhat important, what level of expertise in law and government knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Describe the length of a U.S. presidential term  Moderate: Prepare documents and title papers for the purchase of a new house  High: Serve as a judge in a federal court
1 Low 2 3 4 Moderate 5 6 7 High	1 Low 2 3 4 Moderate 5 6 7 High

<b>Telecommunications</b> knowledge refers to transmission, broadcasting, switching, control, and operation of telecommunications systems.	Communications and media knowledge refers to media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media.
31. How important is <u>telecommunications</u> knowledge to the performance of your current job?  ○ Not important → Go to 32  ○ Somewhat important ○ Important ○ Very important ○ Extremely important	32. How important is communications and media knowledge to the performance of your current job?  ○ Not important → Go to 33 ○ Somewhat important ○ Important ○ Very important ○ Extremely important
→31b. If at least somewhat important, what level of expertise in telecommunications knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Send an e-mail  Moderate: Install a wireless internet router  High: Develop a new worldwide telecommunications network	→32b. If at least somewhat important, what level of expertise in communications and media knowledge is needed to perform your current job?  Examples of activities from a variety of jobs:  Low: Write a thank you note  Moderate: Host a music radio show  High: Write a novel
1 Low 2 3 4 Moderate 5 6 7 High	1 Low 2 3 4 Moderate 5 6 7 High

1	<b>Transportation</b> knowledge refers to principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.		
33	to the	important is transport e performance of your ot important → Go to somewhat important inportant ery important etremely important	current job?
	<b>→33b</b> .	If at least somewhat in level of expertise in translation knowledge is needed current job?  Examples of activities of jobs:  Low: Ride a train to Moderate: Drive a sthrough a busy city High: Control air train in airport	ansportation to perform your from a variety work semi-truck
		1 Low 2 3 4 Moderate 5 6 7 High	

# **Education and Training**

These next questions ask about the education and experience requirements for your current job.

34.	If someone were being hired to perform
	this job, what level of education would be
	required?

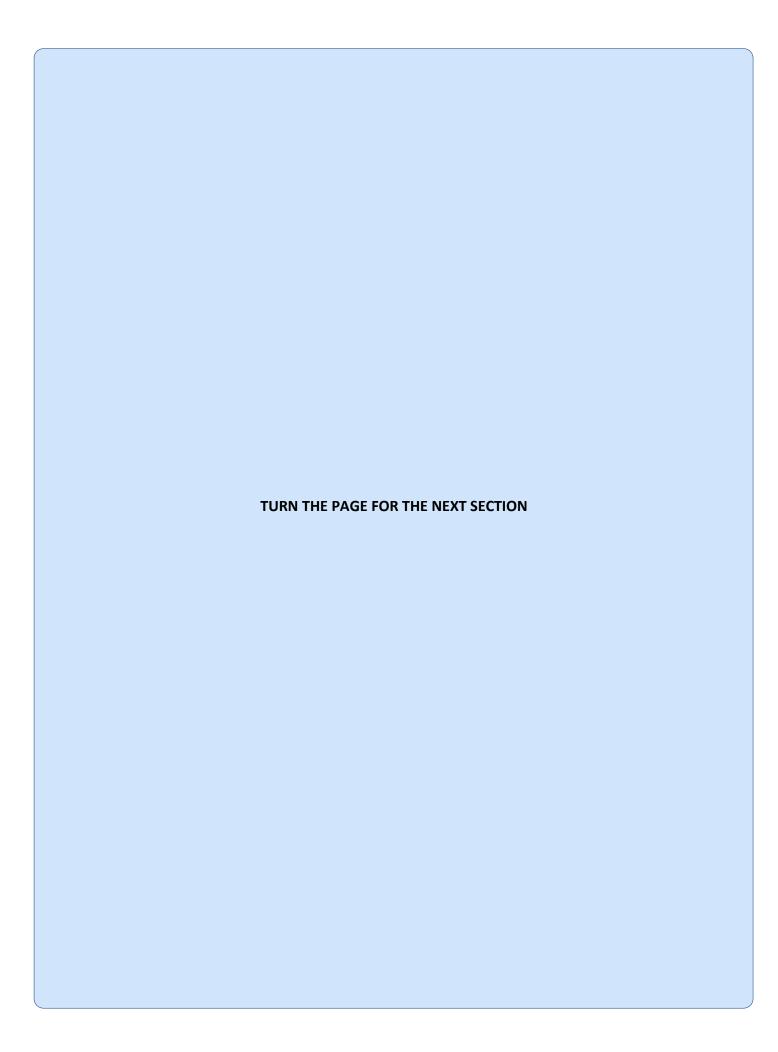
Note that this does not mean the level of education that you personally have achieved.

- 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
- O Post-Baccalaureate Certificate
- Master's Degree
- O Post-Master's Certificate
- Doctor's Degree Professional Practice (such as a J.D. for Law or an M.D. for Medicine)
- O Doctor's Degree Research/Scholarship (such as a Ph.D.)
- Post-Doctoral Training

35.	If someone were being hired to perform this job, how much related work experience would be required? That is, having other jobs that prepare the worker for the job.  None  Up to and including 1 month  Over 1 month, up to and including 3 months  Over 3 months, up to and including 6 months  Over 6 months, up to and including 1 year  Over 1 year, up to and including 2 years  Over 2 years, up to and including 4 years  Over 4 years, up to and including 6 years  Over 6 years, up to and including 8 years  Over 8 years, up to and including 10 years  Over 10 years
36.	If someone were being hired to perform this job, how much on-site or in-plant training would be required? That is, organized classroom study provided by the employer.  None
	<ul> <li>Up to and including 1 month</li> </ul>
	Over 1 month, up to and including 3 months
	Over 3 months, up to and including 6 months
	Over 6 months, up to and including 1 year
	Over 1 year, up to and including 2 years
	Over 4 years, up to and including 4 years
	<ul><li>Over 4 years, up to and including 10 years</li><li>Over 10 years</li></ul>
	Over 10 years
37.	If someone were being hired to perform this job, how much <u>on-the-job training</u> would be required? That is, serving as a learner or trainee on the job under instruction of a more experienced worker.
	O None or short demonstration
	Anything beyond short demonstration, up to and including 1 month
	Over 1 month, up to and including 3 months
	Over 3 months, up to and including 6 months
	Over 6 months, up to and including 1 year
	<ul><li>Over 1 year, up to and including 2 years</li><li>Over 2 years, up to and including 4 years</li></ul>
	Over 4 years, up to and including 4 years  Over 4 years, up to and including 10 years
	Over 10 years

	If someone were being hired to perform this job, how important would it be to have completed ear of the following?					Factorial
		Not important	Somewhat important	Important	Very important	Extremely important
	a. Job-related professional certification	0	0	0	0	0
	b. Job-related apprenticeship	0	0	0	0	0
		Work Sty	les			
This section asks about how different work styles relate to your current job. A work style is a personal characteristic that can affect how well someone does a job. Answer each question as if you were performing work that is typical of your current job.  39. How important are each of the following work styles to the performance of your current job?						
		Not important	Somewhat important	Important	Very important	Extremely important
	a. Achievement/Effort—Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks	O	O	O		O
	b. Persistence—Persistence in the face of obstacles			$\circ$	0	
	c. Initiative—A willingness to take on responsibilities and challenges	0	0	0	0	0
	d. Leadership—A willingness to lead, take charge, and offer opinions and direction	0	0	0	0	0
	e. Cooperation—Being pleasant with others and displaying a good-natured, cooperative attitude	0	0	0	0	0
	f. Concern for Others—Being sensitive to others' needs and feelings, and being understanding and helpful to others		0	0	0	

How important are each of the following work styles to the performance of your current job?					
	Not important	Somewhat important	Important	Very important	Extremely important
a. Social Orientation—Preferring to work with others rather than alone, and being personally connected with others	0	0	$\circ$	0	
b. Self-Control—Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations	0	0	0	0	0
c. Stress Tolerance—Accepting criticism and dealing calmly and effectively with high-stress situations	0	0	0	0	0
d. Adaptability/Flexibility—Being open to change (positive or negative) and to considerable variety in the workplace	0	0	0	0	0
e. Dependability—Being reliable, responsible, and dependable, and fulfilling obligations			0	0	
responsible, and dependable, and	g work style:	s to the perfe	ormance of	your current	job?
responsible, and dependable, and fulfilling obligations	g work style:  Not important	s to the perfo	ormance of	Very	job?  Extremely important
responsible, and dependable, and fulfilling obligations	Not	Somewhat		Very	Extremely
responsible, and dependable, and fulfilling obligations  How important are each of the following  a. Attention to Detail—Being careful about details and thorough in	Not	Somewhat		Very	Extremely
responsible, and dependable, and fulfilling obligations  How important are each of the following  a. Attention to Detail—Being careful about details and thorough in completing tasks	Not	Somewhat		Very	Extremely
responsible, and dependable, and fulfilling obligations  How important are each of the following  a. Attention to Detail—Being careful about details and thorough in completing tasks  b. Integrity—Being honest and ethical  c. Independence—Developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get	Not	Somewhat		Very	Extremely



# Work Tasks

These questions are about tasks related to your cur together to accomplish an objective. You will be ask importance. Rate each task as if you were performi	
<b>Task 1:</b> Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care plans.	Task 2: Maintain accurate, detailed reports and records.
<ul> <li>1. Is Task 1 relevant at all to performance of your current job?</li> <li>Yes</li> <li>No → Go to 2</li> </ul>	2. Is Task 2 relevant at all to performance of your current job?  Yes  No → Go to 3
<ul> <li>▶1b. How often is Task 1 performed in your current job?         <ul> <li>Once per year or less</li> <li>More than once per year</li> <li>More than once per month</li> <li>More than once per week</li> <li>Daily</li> <li>Several times per day</li> <li>Hourly or more often</li> </ul> </li> <li>1c. How important is Task 1 to performance of your current job?         <ul> <li>Not important</li> <li>Somewhat important</li> <li>Important</li> <li>Very important</li> <li>Extremely important</li> </ul> </li> </ul>	<ul> <li>▶2b. How often is Task 2 performed in your current job?         <ul> <li>Once per year or less</li> <li>More than once per year</li> <li>More than once per month</li> <li>More than once per week</li> <li>Daily</li> <li>Several times per day</li> <li>Hourly or more often</li> </ul> </li> <li>2c. How important is Task 2 to performance of your current job?         <ul> <li>Not important</li> <li>Somewhat important</li> <li>Important</li> <li>Very important</li> <li>Extremely important</li> </ul> </li> </ul>

Task 4: Monitor all aspects of patient care, including diet and physical activity.
<ul> <li>4. Is Task 4 relevant at all to performance of your current job?</li> <li>Yes</li> <li>No → Go to 5</li> </ul>
→ 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

<b>Task 5:</b> Monitor, record and report symptoms and changes in patients' conditions.	Task 6: Observe nurses and visit patients to ensure that proper nursing care is provided.
<ul> <li>Is Task 5 relevant at all to performance of your current job?</li> <li>Yes</li> <li>No → Go to 6</li> </ul>	6. Is Task 6 relevant at all to performance of your current job?  Yes  No → Go to 7
→ 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 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	<ul> <li>▶6b. How often is Task 6 performed in your current job?         <ul> <li>Once per year or less</li> <li>More than once per year</li> <li>More than once per month</li> <li>More than once per week</li> <li>Daily</li> <li>Several times per day</li> <li>Hourly or more often</li> </ul> </li> <li>6c. How important is Task 6 to performance of your current job?         <ul> <li>Not important</li> <li>Somewhat important</li> <li>Important</li> <li>Very important</li> <li>Extremely important</li> </ul> </li> </ul>

<b>Task 8:</b> Prepare rooms, sterile instruments, equipment and supplies, and ensure that stock of supplies is maintained.
<ul> <li>8. Is Task 8 relevant at all to performance of your current job?</li> <li>Yes</li> <li>No → Go to 9</li> </ul>
<ul> <li>▶8b. How often is Task 8 performed in your current job? <ul> <li>Once per year or less</li> <li>More than once per year</li> <li>More than once per month</li> <li>More than once per week</li> <li>Daily</li> <li>Several times per day</li> <li>Hourly or more often</li> </ul> </li> <li>8c. How important is Task 8 to performance of your current job? <ul> <li>Not important</li> <li>Somewhat important</li> <li>Important</li> <li>Very important</li> <li>Extremely important</li> </ul> </li> </ul>

<b>Task 9:</b> Provide health care, first aid, immunizations and assistance in convalescent and rehabilitation in locations such as schools, hospitals and industry.	Task 10: Record patients' medical information and vital signs.
<ul> <li>9. Is Task 9 relevant at all to performance of your current job?</li> <li>Yes</li> <li>No → Go to 10</li> </ul>	<ul> <li>10. Is Task 10 relevant at all to performance of your current job?</li> <li>Yes</li> <li>No → Go to 11</li> </ul>
→ 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	→ 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

<b>Task 11:</b> 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.	Task 12: Conduct specified laboratory tests.
<ul> <li>11. Is Task 11 relevant at all to performance of your current job?</li> <li>Yes</li> <li>No → Go to 12</li> </ul>	12. Is Task 12 relevant at all to performance of your current job?  Yes ○ No → Go to 13
→ 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 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	→ 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

<b>Task 13:</b> Consult with institutions or associations regarding issues and concerns relevant to the practice and profession of nursing.	<b>Task 14:</b> Direct and supervise less skilled nursing/health care personnel, or supervise a particular unit on one shift.
<ul><li>13. Is Task 13 relevant at all to performance of your current job?</li><li>Yes</li><li>No → Go to 14</li></ul>	14. Is Task 14 relevant at all to performance of your current job?  Yes  No → Go to 15
→ 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	→ 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 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 Urportant Extremely important Extremely important

<b>Task 15:</b> Hand items to surgeons during operations.	<b>Task 16:</b> Instruct individuals, families and other groups on topics such as health education, disease prevention and childbirth, and develop health improvement programs.
15. Is Task 15 relevant at all to performance of your current job?	16. Is Task 16 relevant at all to performance of your current job?
→ 15b. How often is Task 15 performed in your current job?  Once per year or less  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	<ul> <li>▶ 16b. How often is Task 16 performed in your current job?         <ul> <li>Once per year or less</li> <li>More than once per year</li> <li>More than once per month</li> <li>More than once per week</li> <li>Daily</li> <li>Several times per day</li> <li>Hourly or more often</li> </ul> </li> <li>16c. How important is Task 16 to performance of your current job?         <ul> <li>Not important</li> <li>Somewhat important</li> <li>Important</li> <li>Very important</li> <li>Extremely important</li> </ul> </li> </ul>

<b>Task 17:</b> Order, interpret, and evaluate diagnostic tests to identify and assess patients' condition.	<b>Task 18:</b> Prescribe or recommend drugs, medical devices or other forms of treatment, such as physical therapy, inhalation therapy, or related therapeutic procedures.
<ul> <li>17. Is Task 17 relevant at all to performance of your current job?</li> <li>Yes</li> <li>No → Go to 18</li> </ul>	<ul> <li>18. Is Task 18 relevant at all to performance of your current job?</li> <li>Yes</li> <li>No → Go to 19</li> </ul>
→ 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 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	→ 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

<b>Task 19:</b> Provide or arrange for training/instruction of auxiliary personnel or students.	<b>Task 20:</b> Refer students or patients to specialized health resources or community agencies furnishing assistance.
<ul><li>19. Is Task 19 relevant at all to performance of your current job?</li><li>Yes</li><li>No → Go to 20</li></ul>	20. Is Task 20 relevant at all to performance of your current job?  Yes  No → Go to 21
→ 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 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	Daily Several times per day How important is Task 20 to performance of your current job?  Not important Somewhat important Somewhat important Very important Extremely important

<b>Task 21:</b> Work with individuals, groups, and families to plan and implement programs designed to improve the overall health of communities.	Task 22: Administer local, inhalation, intravenous, and other anesthetics.
21. Is Task 21 relevant at all to performance of your current job?  Yes  No → Go to 22	22. Is Task 22 relevant at all to performance of your current job?  Yes  No → Go to 23
→ 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 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	<ul> <li>▶ 22b. How often is Task 22 performed in your current job?         <ul> <li>Once per year or less</li> <li>More than once per year</li> <li>More than once per month</li> <li>More than once per week</li> <li>Daily</li> <li>Several times per day</li> <li>Hourly or more often</li> </ul> </li> <li>22c. How important is Task 22 to performance of your current job?         <ul> <li>Not important</li> <li>Somewhat important</li> <li>Important</li> <li>Very important</li> <li>Extremely important</li> </ul> </li> </ul>

Task 23: Contract independently to render nursing care, usually to one patient, in hospital or private home.	<b>Task 24:</b> Deliver infants and provide prenatal and postpartum care and treatment under obstetrician's supervision.
23. Is Task 23 relevant at all to performance of your current job?  Yes  No → Go to 24	24. Is Task 24 relevant at all to performance of your current job?  Yes  No → Go to 25
<ul> <li>▶ 23b. How often is Task 23 performed in your current job?         <ul> <li>Once per year or less</li> <li>More than once per year</li> <li>More than once per month</li> <li>More than once per week</li> <li>Daily</li> <li>Several times per day</li> <li>Hourly or more often</li> </ul> </li> <li>23c. How important is Task 23 to performance of your current job?         <ul> <li>Not important</li> <li>Somewhat important</li> <li>Important</li> <li>Very important</li> <li>Extremely important</li> </ul> </li> </ul>	→ 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

<b>Task 25:</b> Direct and coordinate infection control programs, advising and consulting with specified personnel about necessary precautions.	Task 26: Engage in research activities related to nursing.
25. Is Task 25 relevant at all to performance of your current job?  Yes  No → Go to 26	26. Is Task 26 relevant at all to performance of your current job?  Yes  No → Go to 27
→ 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 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 Extremely important	<ul> <li>▶ 26b. How often is Task 26 performed in your current job?         <ul> <li>Once per year or less</li> <li>More than once per year</li> <li>More than once per month</li> <li>More than once per week</li> <li>Daily</li> <li>Several times per day</li> <li>Hourly or more often</li> </ul> </li> <li>26c. How important is Task 26 to performance of your current job?         <ul> <li>Not important</li> <li>Somewhat important</li> <li>Important</li> <li>Very important</li> <li>Extremely important</li> </ul> </li> </ul>

<b>Task 27:</b> Inform physician of patient's condition during anesthesia.	<b>Task 28:</b> Perform administrative and managerial functions, such as taking responsibility for a unit's staff, budget, planning, and long-range goals.
27. Is Task 27 relevant at all to performance of your current job?  Yes  No → Go to 28	28. Is Task 28 relevant at all to performance of your current job?  Yes  No → Go to 29
→ 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	→ 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 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

tentative	Perform physical examinations, make e diagnoses, and treat patients en route tals or at disaster site triage centers.
io nospii	als of at alsaster site thage centers.
0 la Ta	ah 20 malayant at all ta manfannan an af
	sk 29 relevant at all to performance of current job?
	o → 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
	<ul><li>More than once per week</li><li>Daily</li></ul>
	Several times per day
	Hourly or more often
20-	How improvement in Took 20 to
290.	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.

$\bigcirc$ I	t describes	almost	exactly	what I	l do.
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- Most of it matches, but there are a few things that don't match what I do.
- O 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 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?
	O Less than 1 month
	At least 1 month, but less than 3 months
	At least 3 months, but less than 12 months
	<ul><li>At least 1 year, but less than 3 years</li><li>At least 3 years, but less than 6 years</li></ul>
	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
	O Private for-profit company
	Non-profit organization, including tax-exempt and charitable organizations
	Academic institution  Other (Specify)
	Other (Specify)
4.	What sex were you assigned at birth, on your original birth certificate?
	○ Female
	○ Male
5.	What is your age?  Less than 21 years old
	21-40 years old
	41-60 years old
	61 years old or older

6.	What is your race and/or ethnicity? Select all that apply.
	American Indian or Alaska Native
	For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.
	Asian
	For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.
	Black or African American
	For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.
	Hispanic or Latino
	For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.
	Middle Eastern or North African
	For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.
	Native Hawaiian or Other Pacific Islander
	For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.
	White
	For example, English, German, Irish, Italian, Polish, Scottish, etc.
7.	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)
	O Post-Secondary Certificate
	Some College Courses
	Associate's Degree or other 2-year degree
	O Bachelor's Degree
	O Post-Baccalaureate Certificate
	Master's Degree
	Post-Master's Certificate
	Opoctor'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
	C Post-Doctoral Hairing
8.	Are you deaf or do you have serious difficulty hearing?
	Yes
	○ No
9.	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